



Parent Handbook

Accredited:



National Association for the
Education of Young Children

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All policies and procedures set forth in the Gold Creek Child Development Center Parent Handbook are subject to change with 30 days' advance notice.

SECTION I – OPERATIONAL INFORMATION

Purpose and Mission Statement

Gold Creek Child Development Center (GCCDC or the Center) provides child care and preschool education for children ages six weeks through six years of age. GCCDC's mission is to provide high-quality developmentally appropriate child care; to promote understanding of child development and quality child care with the families we serve, federal employees, and the community; to engage in a partnership with families to bridge the values of the family with those of the Center for the benefit of students; and to work with the General Services Administration (GSA) to help provide a "family-friendly work environment" by offering on-site child care for federal employees.

Administration

The Center has been serving families in the Juneau and Douglas area since August 1994. We are located in the Juneau Federal Building and receives support, in the form of building space, utilities, large equipment and furniture, and custodial services from GSA. Initially, the Center was administered by a Fairbanks corporation, and was known as Gold Creek Play 'N Learn. In the fall of 1997, Gold Creek Child Care, Inc. (GCCC) took over and the Center was renamed Gold Creek Child Development Center.

GCCC is a Juneau-based membership organization comprised of parents/guardians of children enrolled in the Center, federal employees, and interested community members. GCCC has an elected Board of Directors that oversees the management and policies of the Center. The Board of Directors hires the Center's Executive Director, who acts as the administrator responsible for the Center's staff and daily operations. The Board encourages parent/guardian involvement in decisions related to maintaining a nurturing, high quality program for children and a positive atmosphere for staff to grow professionally. As a non-profit corporation, GCCC relies primarily on tuition for its revenues and engages in fund-raising activities to, among other things, fund its Tuition Assistance Program.

Families will receive 30-days' notice of any change to the following policies.

Non-Discrimination and Anti-Harassment

GCCDC strives to create and maintain an environment in which people are treated with dignity, decency, and respect. To that end, GCCDC is an equal access childcare center

that does not discriminate on the basis of race, color, religion, disability, national origin, sexual orientation, sex, age, or marital status and prohibits harassment or discrimination of any kind.

Parents, guardians, and caregivers of children attending GCCDC are expected to adhere to this policy and to treat everyone at GCCDC with respect, regardless of gender, race, color, religion, disability, national origin, sexual orientation, sex, age, or marital status. Harassment includes verbal conduct (including but not limited to: threats, derogatory remarks, comments or slurs, etc.) and physical conduct (including but not limited to: drawings, gestures, photographs, etc., as well as assault, unwanted touching, blocking normal movement, etc.). GCCDC reserves the right to terminate care if the Executive Director determines, and the Board concurs, that a parent, guardian, or caregiver has violated this policy.

Program Description and Philosophy

GCCDC believes all children deserve to be loved, respected, and appreciated. We value each child as an important and capable individual. Our staff creates environments to stimulate children's curiosity. We believe that young children learn through self-chosen play. GCCDC's programs and policies are designed to accomplish the following objectives:

- Provide each child with high quality care and education in a nurturing, safe environment;
- Help each child develop physical and emotional wellbeing, intellectual curiosity, creativity, self-reliance, appreciation for diversity, self-control, and self-esteem;
- Provide a positive and mutually supportive working relationship with the families of the children in our care;
- Provide information on child development and parenting issues to parents/guardians on an ongoing basis; and
- Build a competent, caring staff by promoting continuing early childhood education and staff development.

Staffing

The quality of child care is based in large part on the qualifications of the staff and administrators. We believe children need consistent care from people who understand child development and who plan activities and use techniques appropriate to the developmental levels of children. GCCDC aims to hire, train, and retain qualified staff. Staff members are treated with respect in the same way we expect them to respect our students. We expect staff members to take initiative as members of a team trying to create a safe, stimulating child care, and educational environment.

Providing variety and balance in a child's daily activities, while being a supportive adult who sets limits and keeps children safe, is each staff member's primary role and responsibility. They are also responsible for facilitating opportunities for each child to experience accomplishments that build positive self-image.

Staff recognize the importance of play and will prepare their classroom and materials in order to extend learning by introducing students to age-appropriate concepts, materials, and activities. Because children learn best when they self-select activities that hold a special interest to them, children are invited and encouraged, but never forced, to participate in activities.

In order to recruit and retain high quality staff, GCCDC:

- Requires background and reference checks;
- Provides benefits to its staff;
- Offers flexible working conditions;
- Provides extensive support for professional development; and
- Rewards experience and effort.

Caregiver-to-Child Ratios

GCCDC is licensed to provide care for up to 62 children. Ratios of staff to children are kept as low as possible, and always in compliance with State of Alaska law and National Association for the Education of Young Children (NAEYC) standards. GCCDC's staff-to-student ratios for each classroom are described below.

- The Infant Room accommodates up to eight infants, ranging from six weeks to 18 months of age. We plan for a maximum caregiver-to-infant ratio of 3:8, which is less than NAEYC's 1:4 maximum ratio and the 1:4 maximum ratio that the State of Alaska law permits for ages birth to 11 months and the 1:5 ratio it permits for ages 12 months through 18 months.

- The Toddler Room may have up to 12 children, ranging from 19 to 35 months of age. We plan for a caregiver-to-toddler ratio of 1:4, which is less than the maximum ratio of 1:6 permitted by the State of Alaska and NAEYC.
- The Preschool Room accommodates up to 20 children, ranging from 3 years to 4.5 years old. We plan for a caregiver-to-preschooler ratio of 1:6, with the maximum ratio being 1:10 under State of Alaska law and NAEYC standards.
- The Pre-K Room may have up to 20 children, ranging from age 4 to 5 years old. The caregiver-to-child ratio for this classroom is 1:10, which matches the maximum ration permitted by the State of Alaska and NAEYC.

Enrollment Procedures

Who is eligible to enroll at GCCDC?

Children of federal employees receive priority placement at GCCDC, but non-federal families are welcome to enroll as space allows. See the *Enrollment Priorities* section below for detailed information.

Before you enroll...

- Tour the program with the director.
- Speak with the teachers who will work with your child.
- Observe the classroom your child will attend.
- Read all GCCDC policies.
- Ask questions.

When you enroll...

You will need to complete and submit all of the following:

- ☐ a registration form
- ☐ an emergency release information form
- ☐ registration fee
- ☐ up-to-date immunization records
- ☐ permission slips for field trips, photos, and similar activities.
- ☐ agreement for care
- ☐ first month's tuition

What if there is a waiting list?

From time to time GCCDC classrooms are full. You may ask to have your child placed on the waiting list. To do so, you must complete an application form and pay a non-refundable \$30 waitlist processing fee.

Enrollment Priorities

GCCDC's enrollment priorities are, in descending order, as follows:

1. Siblings of current GCCDC students, who are federal employee dependents;
2. Children who are federal employee dependents;
3. Children of GCCC Board Members;
4. Children of GCCDC staff paying full tuition;
5. Siblings of current GCCDC students, who are not federal employee dependents;
6. Children who are dependents of non-federal employees who work in the Juneau federal building;
7. Children from the community at large.

Cost of Care

A non-refundable one time \$50 registration fee is charged when enrolling. Updated tuition schedules are posted in the front entryway, on GCCDC's webpage, and are available upon request from the Executive Director. A tuition schedule is also included in the Appendices to this Handbook. The Board of Director sets tuition rates and are subject to change. Typically, a tuition increase will be enacted each fall with the minimum increase being 1%. Parents/guardians will be given at least 30 days' notice of any fee increases.

Tuition is due prior to the start of service. For example, tuition for July is payable on June 25 and is considered late after July 1. Late payments are charged, with a fee of \$2 per day assessed. Non-payment of tuition can result in your child being unenrolled from GCCDC.

Additionally, tuition is due for all days of reserved care, including days a child is absent due to illness, family vacations, or days that the Center has designated for holidays and staff development closures.

Late fees may be charged if a child remains at the Center past normal business hours. Refer to the following section for details.

Hours of Operation

GCCDC is open Monday-Friday from 7:30 a.m. – 5:30 p.m. The number of hours that a child may regularly be left in our care is 9 hours per day, unless arrangements for longer care are approved in advance.

The Center is located inside of the Juneau federal building, which is a multi-use facility. The main entrance to the building is monitored by a security screening area. Unless a parent/guardian is issued a federal identification by their employing agency, parents/guardians and GCCDC visitors must go through security screening. Both

federal and non-federal parents/guardians are given access to the Center by electronic access card. Refer to the *Building Security & Access* section below for further information.

All children and families must vacate the Center by 5:30 p.m. If children are not picked up by 5:30 p.m., parents/guardians will be assessed a late fee of **\$5.00 per minute, per child**. When the parent/guardian arrives, the staff will contact the Executive Director. The Executive Director will view video recordings to confirm when parents/guardians left the Center. Parents/guardians who are habitually late picking up their children may be asked to find other care.

If a child remains in the Center one hour after closing time, and staff are unable to contact an authorized adult, staff will contact the police and the Office of Children's Services (OCS) and the child will be placed in their custody. GCCDC staff cannot legally remove or transport a child after hours.

Parents/guardians are responsible for signing their child in and out of the Center daily through Brightwheel, the software program GCCDC uses to communicate with parents/guardians.

Federal Holiday and Building Closures

GCCDC observes all federal holidays, that is:

▪ New Years Day	▪ Labor Day
▪ Martin Luther King, Jr. Day	▪ Columbus Day
▪ President's Day	▪ Veterans Day
▪ Memorial Day	▪ Thanksgiving
▪ Juneteenth	▪ Christmas
▪ Independence Day	

When additional closures are announced for the Juneau Federal Building, the Center may also be closed. Such unplanned closures typically occur due to inclement weather or building conditions. These closures will be communicated via Brightwheel, as well as local radio stations.

Closures for In-Service and Facility Maintenance

In addition, GCCDC will also close for up to 10 staff in-service days each year. The Board of Directors and/or GSA may also authorize additional days for facility maintenance. Notice of such closures will be provided 30 days in advance.

Tuition Assistance

The Board of Directors has established a Tuition Assistance Program with the goal of making child care at GCCDC more affordable for families needing both emergency and long-term assistance.

The Emergency Tuition Assistance Program has no income qualifications or limitations. To be eligible, the family must have at least one child enrolled in GCCDC and be experiencing a financial emergency due to unforeseen and unavoidable circumstances. The Long Term Tuition Assistance Program provides ongoing monthly tuition assistance to qualifying families. Eligibility and selection criteria for both programs are detailed in GCCC's Tuition Assistance Program Operating Policies, which is available upon request from the Executive Director and/or the Board of Directors (goldcreekcdcboard@gmail.com).

Tuition Assistance Program applications are available from the Executive Director. Completed applications and supporting documentation should be submitted to the Executive Director. To safeguard applicants' anonymity as much as possible, the Executive Director will remove, where feasible, all identification from applications before forwarding the documentation to the Board of Directors. Per GCCC's Tuition Assistance Program Operating Policies, the Board will authorize or decline the tuition assistance request and notify the applicant in writing, through the Executive Director, of its determination.

SECTION II – PROGRAM INFORMATION

Family Involvement

Family involvement at the Center is strongly encouraged. Parents/guardians of students are welcome to visit unannounced at any time. Staff members must supervise all visitors and volunteers at all times.

From time to time, parents/guardians will be invited to participate in classroom activities and field trips. Parents/guardians are also welcome to assist staff by repairing toys and books, providing recycled materials for children's projects, providing items for dramatic play, and helping with other tasks as needed. Parents/guardians are encouraged to ask their child's lead teacher about volunteer/assistance opportunities.

The Board of Directors is also composed of volunteers. Interested parents/guardians can nominate themselves to serve on the Board or participate in various Board committees. The Board's Fundraising Committee in particular requires active support of many parents.

Parents/guardians and staff may request conference appointments whenever there is a need to discuss confidential information about their child, a caregiver, or other aspects of the program. The Center makes every effort to incorporate parent/guardian requests and feedback into daily classroom activities, while meeting licensing and accreditation requirements. Our priority is to ensure a safe, constructive learning environment for all students. If the Center is unable to meet individual expectations without compromising care for other children, families may wish to seek child care elsewhere.

Building Security & Access

In order to access the Juneau federal building, parents/guardians who do not work in the building will have to go through security. It is similar to airport security in that people will have to take off their belts, shoes, and jewelry. The guards may ask to see a government-issued photo identification.

The Center is also keycard protected. Upon enrollment, parents/guardians will either need to complete a keycard request form or, if they have a Controlled Access Card (CAC) through their employer, GCCDC's administrators will have access to the Center placed on their CAC. The keycard will give parents/guardians access to GCCDC during business hours, but they will still be subject to building security inspection as noted above.

Keycards must be protected by families. If a keycard is lost or stolen, the Executive Director must be alerted immediately. A \$15 fee will be assessed to obtain a new/replacement card.

Firearms

Firearms, poisonous plants, and unapproved animals are not permitted on GCCDC premises.

Emergency Response Plan

In the event of an emergency, Brightwheel will be the first method GCCDC uses to contact families.

If evacuation of the Center is necessary, GCCDC's primary meeting location is the downtown fire station (820 Glacier Avenue); the secondary meeting location is the downtown Alaska Club (641 W. Willoughby Avenue).

Classroom Visitors and Volunteers

Visitors, other than parents/guardians, are expected to make appointments to tour GCCDC, observe classes, or work with children. Volunteers must complete an

application, agree to a background check, and provide references. Once screened, volunteers will be asked to assist staff members with specific assignments.

Daily Schedules

GCCDC's daily schedules vary greatly by age group. Young infants determine their individual schedule. Generally, infants play in the early morning, have an early nap, wake, are fed, and play. Later they take a late-afternoon nap, wake, are fed again, and play. In good weather conditions, staff may take infants on a stroll outdoors using a baby buggy.

Older infants and toddlers play longer in the morning, eat, take a midday nap, rise, play, eat a snack, and play some more. Some outdoor time for toddlers is planned daily, weather dependent.

Preschoolers and pre-k students have an established schedule that is posted weekly in the Center. The schedule includes center time, meals and snacks, circle time, and outdoor and indoor physical activities.

Sample daily schedules for toddlers, preschoolers and pre-k children are included in the Appendices. Another copy of the sample daily schedules is posted at the entrance of the classroom for parent/guardian and visitor references.

General Classroom Information

GCCDC groups children in four different classrooms. These classrooms are designed to meet the developmental needs of children and State of Alaska requirements for various age groups. A child's classroom placement is not solely based on their age. The caregiver-to-child ratio in the classroom, as well as the developmental level of the child, are also taken into consideration.

Classroom teaching teams are designed to maximize consistency for students. The teachers assigned to a classroom team do not float or rotate as a general rule. An onsite float or substitute teacher is part of the general staffing plan.

Infants (6 weeks to approximately 18 months)

The Center aims to provide a nurturing and loving environment for infants, with appropriate materials to interest these children. Stimulating sights, sounds, and activities encourage infants to move and explore.

Toddlers (19 months to approximately 36 months)

Toddlers have many opportunities to explore and be active at the Center. Materials are provided to encourage curiosity, creativity, and social development. The classroom aims to provide active and quiet play, learning to share and acquire independent self-help skills, and vocabulary development.

Preschoolers (36 months to approximately 4.5 years)

Preschoolers are often actively involved in planning the curriculum, which is based upon their interests and needs. Staff recognize the importance of both choice and play to these students. Preschoolers are introduced to music, dramatic play, books, games, puppets, art, science, basic math concepts, and practical life experiences in weekly planned activities. Field trips and guest speakers are included in lesson planning when possible.

Pre-Kindergarteners (4 years to approximately 5 years)

As with the preschoolers, Pre-K children are involved in planning the curriculum in their classrooms. Teachers base lesson planning on children's interests and needs. Pre-K children are given the opportunity to experience art, music, and books. They are encouraged to explore and expand their knowledge of basic math, science, and reading skills. Emphasis is placed on developing self-help and social skills.

Typical Classroom Routines

- Weekly lessons and activities, such as announcements for field trips and guest speakers, are distributed to parents via classroom bulletin boards and/or Brightwheel.
- Each child's personal belongings must be labeled with their name.
- Each child will be assigned a cubby or space where their personal belongings may be stored.
- Children should not bring toys to the Center, to avoid them getting lost or broken.

Active outdoor play is an important part of our toddler, preschool, and pre-k curricula, regardless of rain or cold temperatures, as low as 20 degrees Fahrenheit without wind. Children must come to the Center each day with appropriate outdoor clothing for the weather conditions.

Additional principles applicable to classroom routines include the following:

- TV/video viewing at the Center is very limited. GCCDC's standard practice is to have no more than 1 hour per week of screen time. Children may choose other activities when TV/video viewing is offered.
- Small domestic animals, such as guinea pigs, rats, insects, hamsters and fish may be present in the classrooms as class pets.

Field Trips

Two types of field trips are offered at GCCDC. Standard field trips typically involve a walk to a nearby destination and are considered low risk. Regular classroom caregiver-to-child ratios apply to these outings. Children walk in pairs holding hands or attached to a guide rope. A teacher is positioned at the front of the class and, in the case of a larger group, one teacher is at the rear. At the time of enrollment, parents/guardians fill out a general permission slip authorizing these spontaneous outings.

Other field trips are considered higher risk because of their distance away from the Center, and/or due to environmental conditions at the destination. In planning such outings, staff will seek additional volunteers to accompany the group to reduce the caregiver-to-student ratio. A special field trip permission slip is required for such field trips and these events will be publicized in advance. Field trips out of the Center's walking distance generally rely on public transportation (school or city bus).

Staff bring a cellular phone on all field trips as a safety precaution in cases of emergency.

Supervision of Children

At GCCDC, children are supervised at all times, even when children are sleeping. Staff are actively involved with the children in their classroom. They position themselves in their classrooms in a manner that allows them to interact with children, while also being aware of what is happening in the entire classroom.

- Infant and Toddler room staff are able to both see and hear all children in the classroom, including while children are sleeping.
- Toddlers and some preschoolers are escorted to the bathroom by a staff member.
- Some preschoolers and all pre-k children can use the bathroom without direct staff supervision. Staff instruct preschoolers to inform a teacher when they will be going to use the bathroom.
- While outdoors, staff will roam the play area to ensure supervision of all sections of the playground. Standard caregiver-to-child ratios are maintained during outside play.
- Although the Pre-K classroom is not physically attached to the Center's primary space, close communication is maintained with the classroom through an intercom system and frequent visits by administrators.

Nutrition

GCCDC follows the U.S. Department of Agriculture (USDA) child care food program guidelines for food preparation and planning. Healthy snacks are prepared at the Center each day for older infants, toddlers, preschool, and pre-K students. Families provide breakfast and lunch for these students. A menu of GCCDC-provided snacks will be posted on a monthly basis.

For young infants, families provide formula and commercially processed baby food to meet the needs of their young infants. Infants are fed when they are hungry rather than on a strict schedule. Nursing mothers are supported and encouraged to continue nursing at the Center.

GCCDC staff will inquire about any possible food allergies for each student. Children with food allergies will receive necessary accommodations when possible, though parents/guardians may be asked to provide food for their child.

Food from Home Policy

GCCDC acknowledges the importance of a nutritious and balanced diet to promote the healthy growth and development of all young children. The eating behaviors and patterns developed in early childhood set a precedent for future food choices and habits. Presenting children with healthy foods, consistently and on a daily basis, begins the process of independent nutrition management. For those reasons, it is important to pack student lunches that include a variety of different foods to increase exposure and exploration. The MyPlate website (<https://www.myplate.gov/>) is a fantastic resource in this regard.

GCCDC'S recommended guidelines for student lunches: Each lunch should include a grain, protein, fruit, and vegetable, such as:

Grains	Proteins	Fruits	Vegetables
Oats	Eggs	Bananas	Carrots
Bread	Beans	Berries	Green Beans
Pasta	Peanut butter	Apples	Mixed Vegetables
Tortillas	Cheese	Melon	Cucumbers
Rice	Hummus	Grapes	Salad
Crackers	Meat	Strawberries	Celery
Muffins	Fish	Watermelon	Potatoes
Bagels	Poultry	Pears	Broccoli

**This list contains a few examples only and is not exhaustive.*

- Avoid foods that are high in fat, sugar, trans-fat, and/or sodium.
- No juice (milk will be provided by the Center for lunch).
- Cut up any items that could be a choking hazard (carrots, grape tomatoes, grapes, cherries, hot dogs, etc.).

Food allergies: When a classroom has a student with a life-threatening allergy, that classroom's families will be alerted and items containing those allergens may be prohibited. Teachers are trained and have experience with working with students with severe food allergies.

Teacher permits/training: Teachers are required to have a State of Alaska Food Handlers Certificate. Additional training on food handling will be provided on an on-going basis.

Daily Food Procedures

- 1) Children should eat breakfast at home before arriving at the Center.
- 2) Lunch boxes and any containers must be labeled on the outside with the student's name.
- 3) The Center will serve two healthy snacks per day. A morning snack will be served around 9:00 - 9:30 A.M. An afternoon snack will be served around 3:00 - 3:30 P.M. The Center will also follow these policies when selecting snacks for students.
- 4) GCCDC will provide milk with lunch.
- 5) Refrigerators are unavailable for storing student lunches.
- 6) Microwaves are available for student lunches as follows. Each student's lunch may include only one container requiring reheating per day. The container must be microwave safe and identified as requiring reheating.
- 7) Leftover food packed in a container will be sealed and returned to the lunchbox. Food from packages will be discarded.
- 8) If a child's lunch is forgotten, the Center will alert parents/guardians immediately. Parents/guardians will then be required to bring a lunch to the Center. If parents/guardians are unable to do so, the Center will provide a lunch and a \$20 charge will be added to the student account. Repeated incidents could result in termination of care.

Notification of Change in Status

Parents/guardians are expected to notify the Center whenever there is a change of status in their enrollment. This includes planned absences, a need for additional childcare days, and an intent to leave the Center. To the latter point, all parents/guardian are required to provide 30 days' written notice prior to unenrolling from the program or permanently reducing schedule for care. If a parent/guardian fails to provide the required 30 days' written notice, they are still responsible for paying for their child's regular tuition for the full 30 calendar days of care, even if the child is not

attending GCCDC. As discussed above, tuition remains the same for planned absences, including extended vacations.

A change in the placement of children from one classroom to another is also considered a change of status, and parents/guardians will be notified when the transition from one classroom to the next will begin. Parents/guardians or staff may initiate a request for change in classroom assignment. Generally, children may be considered for placement in the: (1) Toddler Room after they have reached 19 months; (2) Preschool Room at approximately 36 months or before, provided the child can dress themselves and show an interest in toilet training; and (3) Pre-K Room sometime around 4 years, provided they are toilet trained. *Transition to a new classroom will be based upon the individual readiness of the child, not solely on their chronological age, as well as the caregiver-to-child ratio in the new classroom.*

Classroom transitions are a gradual process. The Center provides each child a period of time to visit the new classroom for part of the day and return to their present classroom for the rest of the day. The time in the new classroom is gradually increased. Full transition occurs once the child is comfortable in the new classroom's environment.

Serving Children with Special Needs

GCCDC strives to accommodate children with special needs. Parents/guardians of children with special needs are asked to communicate those needs to the Executive Director as soon as possible, so that a plan for providing the best possible care for the child can be developed and put in place. If GCCDC's Executive Director or staff suspect that a child may have an unidentified developmental delay or special need, they will document and explain their concerns to the child's parents/guardians. If the parents/guardians are comfortable with a referral, GCCDC will refer them to the Infant Learning Program (if under the age of three) or to the Juneau School District (if age three or older). GCCDC will also help parents find other resources available in the Juneau community, such as Southeast Alaska Association for the Education of Young Children (AEYC-SEA), Bartlett Hospital, Mental Health Grant, etc.

When special needs are identified, GCCDC will work with parents/guardians and other qualified representatives to evaluate whether GCCDC can meet the child's needs. The Center's abilities and limitations to meet such needs are dependent on the needs of the other children enrolled in the GCCDC classroom, the training, experience, and abilities of staff to meet the child's special needs, and the impact that meeting the child's needs will have on GCCDC staffing and resources.

If the Center and parent/guardians agree that the child's special needs can only be met with special provisions, those provisions will be memorialized in writing, shared with administrators and staff assigned to the child's classroom, and maintained in the child's file. Parents/guardians who have children with individual education plans (IEPs) are asked to provide the Executive Director with a copy.

The progress of a child with special needs and the ability of the program to provide care will be evaluated by the parent/guardian and the Center on a regular basis. If the Executive Director determines, through observation and documentation, that continuing to serve the child places a severe burden upon staffing or GCCDC resources, or that staff lacks the necessary skills to properly care for the child, the parent/guardian may be asked to seek care elsewhere.

Assessments

GCCDC will assess students after enrollment and during each transition to a new classroom. Written results of the assessment will be provided to parents/guardians. Assessment results will be used to inform planning for the child's classroom and will identify specific areas teachers should focus on helping each child improve skills. If parents/guardians have any questions about these assessments, they should speak to the Executive Director or their child's teachers.

SECTION III – CHILD GUIDANCE POLICIES

To ensure the safety and well-being of all of our students and staff, Gold Creek Child Development Center (GCCDC or the Center) has adopted procedures for addressing student behavior problems. Because the Center deals with children at various stages of development, inappropriate behavior will be identified on an individual basis. Behavior that causes injury to the child, another child, or a teacher shall be considered inappropriate, regardless of age or stage of development.

Discipline

GCCDC endeavors to establish clear and consistent limits for behavior by guiding children through modeling appropriate behaviors and discussion of what is expected. Corporal or physical punishment (spanking, shaking, pulling, etc.), psychological abuse (name calling, humiliation, threatening, etc.), coercion or verbal abuse (withholding of food or affection, bribery, etc.) of children are not practiced or tolerated at the Center. Instead, GCCDC works to:

- Create a child-oriented environment, which encourages cooperation rather than conflict;
- Distract children from potential hazards;
- Redirect inappropriate behavior by younger children;
- Model and teach empathy for others;

- Help children learn to negotiate their differences;
- Allow older children to experience natural and logical consequences;
- Use positive language to identify alternatives; and
- Provide places and time where children can calm down and reflect on their actions.

Handling Inappropriate Child Behaviors

GCCDC reserves the right to terminate care at any time if the Director determines, and the Gold Creek Child Care, Inc. Board of Directors (Board of Directors) concurs, that a child poses a threat to the safety of other GCCDC children or staff.

In the normal course, however, GCCDC will involve parent(s)/guardian(s) in selecting a plan to address inappropriate behavior(s) and follow these procedures:

1. The inappropriate behavior(s) will be considered in light of the child's stage of development and on an individual, case-by-case basis. A cause for such behavior will be explored so that, to the extent practicable, the behavior can be addressed by a change in environment at GCCDC or meeting an individual need of the child.
2. Staff and parent(s)/guardian(s) will engage in ongoing discussion about any behavior patterns that require intervention. Staff will use the Conscious Discipline curriculum as a first step. See <https://consciousdiscipline.com/methodology/>. Parent(s)/guardian(s) are able to access the resources on this website by contacting the Executive Director and asking for the Center's login information.

Other interventions staff may use for handling inappropriate child behaviors include asking the child to go home for the day or asking parent(s)/guardian(s) to come to the Center and assist with the child. *Staff will document these discussions and actions.*

Staff and parent(s)/guardian(s) will look for ways to prevent the inappropriate behavior(s) from reoccurring by analyzing possible causes and triggers, and ways to recognize and reward the child for desirable behaviors and abstaining from inappropriate behavior(s).

3. Staff will notify parent(s)/guardian(s) in writing if their child has injured another child or staff member. A copy of such reports will be retained in the child's file.
4. If the Director determines that the child continues to exhibit the inappropriate behavior(s), the following steps shall be taken:

- a) Staff and parent(s)/guardian(s) will hold a conference and develop a written Behavior Plan of action for addressing the inappropriate behavior(s). The Behavior Plan will indicate a time frame for correcting the behavior. One copy of the Behavior Plan will be for the parent(s)/guardian(s) and one will be retained by GCCDC in the child's file.
 - b) Staff will document all observations and occurrences of identified inappropriate behavior(s), and report findings at least weekly to parent(s)/guardian(s).
 - c) Parent(s)/guardian(s) shall be informed when their child has injured another child.
 - d) GCCDC may seek professional assistance or make referral(s), as necessary.
 - e) If the inappropriate behaviors are not corrected within the time period stated in the Behavior Plan, parent(s)/guardian(s) may be asked to find other care.
5. If the Director determines that the procedures outlined above have been followed, but the child nonetheless continues to exhibit inappropriate behavior, the Director will terminate care after obtaining concurrence from the Board of Directors.
6. In advising parent(s)/guardian(s) that GCCDC will terminate care for the child, the Director shall provide parent(s)/guardian(s) with a letter that includes:
- a) A summary describing the child's inappropriate behavior(s) and GCCDC's efforts to address that behavior;
 - b) The needs of the child that GCCDC cannot meet;
 - c) Referral recommendations for assisting parent(s)/guardian(s) with finding other care for the child; and
 - d) The date GCCDC will terminate care as to the child.

SECTION IV – HEALTH POLICIES

In order to maintain a healthy environment for staff and students and meet licensing requirements, GCCDC enforces the following practices.

Immunizations

GCCDC provides care for infants as young as six weeks who are not old enough to receive immunizations. The Center also provides care for children who cannot receive immunizations for medical reasons. As a precaution to protect GCCDC's most

vulnerable children, the Center will not allow underimmunized children to attend GCCDC unless they have a medical exemption completed by a medical practitioner. In accordance with Alaska State Licensing Requirements, children without a medical exemption must be current on immunizations (according to Alaska Immunization Guidelines) to attend GCCDC.

If a child who is underimmunized displays symptoms of a disease that is vaccine-preventable, he/she will be excluded from care until the Center receives a note from a medical provider stating the child is not a risk to other children in the program. The term underimmunized is defined to mean a person who has not received the recommended number or types of vaccines for his/her age in accordance with the Alaska Division of Public Health. See <https://dhss.alaska.gov/dph/Epi/iz/Pages/school.aspx>.

Health and Safety Precautions

GCCDC staff are trained in and practice universal health precautions including:

- Using latex/nitrile gloves when dealing with open wounds;
- Washing hands before and after diaper changing;
- Washing hands before and after feeding children;
- Regular washing and cleaning of children's sleeping mats, toys, tables, and changing areas; and
- Isolating tissues used to wipe children's noses, followed by washing hands.

In addition, GCCDC also takes the following health and safety precautions:

- Children are required to be immunized prior to enrollment. Current shot records must be on file with GCCDC before the child's first day at the Center and updated regularly while the child is enrolled at the Center;
- Staff are required to have First Aid, CPR, and AED training for infants, children, and adults;
- Staff conducts evacuation drills monthly; and
- GCCDC's curriculum emphasizes good nutrition, rest, and exercise.

Sick Children

Children with fevers or other signs of infection or illness, such as sluggishness, vomiting, or diarrhea are expected to stay home until well. Please refer to the

Appendices for guidelines as to when children can return to care. GCCDC expects that children who attend care are well enough to participate in normal activities, including outdoor time. Children who vomit, have uncontained diarrhea, or develop a fever of 100.4 Fahrenheit or higher while at the Center will be sent home.

GCCDC staff will isolate children who become sick at the Center and then call their parent(s)/guardian(s). Parent(s)/guardian(s) are expected to promptly to pick up ill children.

If staff suspect a child has a serious medical condition, the child's parent(s)/guardian(s) will be referred to an appropriate specialist.

If a child is injured while at the Center, staff will provide care to assure the child's well-being. An Incident Report describing the event will be completed and a copy of the Incident Report will be provided to the parent(s)/guardian(s). If a child is seriously hurt, staff will follow emergency procedures and contact the parent(s)/guardian(s) as soon as possible.

GCCDC carries limited accident insurance. The health insurance carrier of the parent(s)/guardian(s) is primary and must pay first.

Medication

Staff may administer medication(s) to children for non-contagious symptoms, but GCCDC encourages parent(s)/guardian(s) to work with their child's medical provider(s) to find medication(s) that do not need to be administered during the hours their child is in care. Medication(s) should be administered at home by parents whenever possible.

If staff must administer medicine to a child, GCCDC will follow State of Alaska Department of Health and Social Services' Child Care Licensing requirements regarding authorization, storage, and administration of medication. See <https://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/Documents/Manuals-Brochures/Child-Care-Licensing-Policy-and-Procedure-Manual.pdf> at pp. 103-04. Medication for fever suppression will only be given by GCCDC staff for fevers under 100 Fahrenheit. Children with fevers of 100.4 Fahrenheit or higher will be sent home. The child may return when they are fever free for 24 hours without the aid of medication.

Parent(s)/guardian(s) must clearly label all medication(s) with their child's name and provide written directions for administration, including for non-prescription medication(s). Prescription medication must also be labeled with the prescribing physician's name. Staff will follow dosing guidelines by the manufacturer unless directed otherwise by a physician in writing. Medications will be stored in a central location at the Center out of children's reach.

There may be times when a child has specific medical or dental needs that require a management plan ordered by a physician. When this occurs, staff who have been trained on the specific needs of the child will be available when the child is attending care.

Non-Smoking Policy

Smoking is not allowed in the Center by parents, visitors, or staff. In addition, staff are not allowed to smoke while in sight of GCCDC children while at the Center, on the playground, or on any GCCDC field trip or outing.

SECTION V – COMMUNICATIONS

Confidentiality

GCCDC maintains files on individual children and their families, as well as staff for three years, per state law. Your files are only open to you, your child's teachers, GCCDC administration, and licensing staff from the State of Alaska Department of Health and Social Services.

Mandated Reporting of Child Abuse

In Alaska, staff of childcare centers are required by state law to report actual or suspected child abuse by contacting the Alaska Department of Health and Social Services, Office of Children's Services. The Department of Health and Social Services investigates the report. GCCDC staff does not investigate suspected child abuse. Reports of suspected child abuse are confidential. They are not kept on file at GCCDC. To ensure the safety of staff, children, and parent(s)/guardian(s), GCCDC does not notify parent(s)/guardian(s) staff has made a report to the Department of Health and Social Services. Staff are required to take a class on their mandatory self-reporting responsibilities within the first 90 days of hire and to complete ongoing training about these responsibilities at least annually.

Parent(s)/Guardian(s) Concerns

Internal Protocol

When a service as important and personal as child care is concerned, it is reasonable that parent(s)/guardian(s) will occasionally have concerns about how that service is provided. The Board of Directors recognizes this reality as a normal part of running a child care center and has developed the following complaint procedures. We encourage parent(s)/guardian(s) to share positive feedback, as well as concerns, with GCCDC's

Director, staff, and, if need be, the Board of Directors, on any issue related to the Center.

The first step parent(s)/guardian(s) should take is talking to their child's teacher(s) about their concern. There may be times when this is not practical or advisable, but usually that's the best place to start. Many issues can be resolved by open communication between parent(s)/guardian(s) and teachers about the needs and desires of the parent(s)/guardian(s) and the extent to which Center can accommodate them.

At the same time, there are some issues that relate to Center policies that teachers cannot resolve. In other cases, communication with teachers may not completely resolve the parent(s)/guardian(s)'s concern. In such cases, the issue should be discussed with GCCDC's Director.

If parent(s)/guardian(s) are uncomfortable raising the issue directly with GCCDC's Director or staff, an alternative avenue to voice your concern is through the comment box, located near the Center's entryway. The comment box is provided for parent(s)/guardian(s) to share general concerns about the Center. Comments submitted to the comment box may be anonymous or signed. The comment box is not, however, an appropriate avenue for making complaints about specific staff members. Those should be addressed with the Director. The Director will discuss the comments with staff, as appropriate, and consider whether changes to GCCDC operations should be adopted. Actions taken or considered as a result of the comment box suggestions will be reported to the Board and included in the Center newsletter.

In some cases, parent(s)/guardian(s) may wish to bring a concern to the Board of Directors for resolution. Such concerns should be raised with the Board in writing and, typically, after discussion with the involved staff member(s) and the Director. A grievance form is included in the Appendices. Parent(s)/guardian(s) may also submit concerns to the Board via goldcreekcdcboard@gmail.com.

The Board of Directors will review all concerns brought to its attention. Parent/guardian concerns that cannot be resolved by the President and/or Vice President will be addressed by the full Board of Directors at its next scheduled meeting and, in any case, within 30 days. If necessary, the Board may hear/discuss parent(s)/guardian(s) concerns in executive session in order to maintain confidentiality of the individuals involved.

External Protocol

If the problem concerns non-compliance with Child Care Licensing requirements, parent(s)/guardian(s) may report their concern(s) directly to the Department of Health and Social Services, Division of Child Care Licensing:

Department of Health and Social Services

Division of Child Care Licensing
P.O. Box 110640
Juneau, AK 99811
(907) 465-4756
FAX (907) 465-6982

SECTION VI – FULL-TIME AND PART-TIME CHILD CARE

GCCDC primarily offers full-time child care. To the extent doing so maximizes enrollment, GCCDC will also offer part-time child care by matching part-time students with other part-time student(s) in the same classroom. For instance, if a part-time student who is enrolled in the Toddler Room needs care on Mondays and Tuesdays, GCCDC will aim to match that student with one or more part-time Toddler Room students who need care on Wednesdays, Thursdays, and Fridays. If a part-time student moves to full-time child care, the next classroom, or leaves the Center, GCCDC reserves the right to ask the part-time student(s) matched with that student to return to the waitlist until another part-time family can be matched with them.

Appendices



Grievance Form

Grievance # _____

Name of parents report grievance: _____

Date Written Grievance was presented to the Director/ Board of Directors": _____

Grievant's Initials: _____

Director/Board Members Initials: _____

1) Explain the Problem:

2) Explain what you want to happen as a result of this grievance:

Signature of the Grievant

Date

October 2022 Menu Plan

<u>Week 1</u>		Monday October 3rd	Tuesday October 4th	Wednesday October 5th	Thursday October 6th	Friday October 7th
	Morning Snack	Apples and crackers	Melon and cheese	Bananas and crackers	Fig bars	Pears and crackers
	Afternoon snack	Yogurt and mixed berries	Goldfish and fruit cup	Cut vegetables with ranch	Mixed cheese and crackers	Hummus and crackers
<u>Week 2</u>		Monday October 10th	Tuesday October 11th	Wednesday October 12th	Thursday October 13th	Friday October 14th
	Morning Snack	Apples and crackers	Melon and cheese	Bananas and crackers	Fig bars	Pears and crackers
	Afternoon snack	Yogurt and mixed berries	Goldfish and fruit cup	Cut vegetables with ranch	Mixed cheese and crackers	Hummus and crackers
<u>Week 3</u>		Monday October 17th	Tuesday October 18th	Wednesday October 19th	Thursday October 20th	Friday October 21st
	Morning Snack	Apples and crackers	Melon and cheese	Bananas and crackers	Fig bars	Pears and crackers
	Afternoon snack	Yogurt and mixed berries	Goldfish and fruit cup	Cut vegetables with ranch	Mixed cheese and crackers	Hummus and crackers
<u>Week 4</u>		Monday October 24th	Tuesday October 25th	Wednesday October 26th	Thursday October 27th	Friday October 28th
	Morning Snack	Apples and crackers	Melon and cheese	Bananas and crackers	Fig bars	Pears and crackers
	Afternoon snack	Yogurt and mixed berries	Goldfish and fruit cup	Cut vegetables with ranch	Mixed cheese and crackers	Hummus and crackers
<u>Week 5</u>		Monday October 31st	Tuesday November 1st	Wednesday November 2nd	Thursday November 3rd	Friday November 4th
	Morning Snack	Apples and crackers	Melon and cheese	Bananas and crackers	Fig bars	Pears and crackers
	Afternoon snack	Yogurt and mixed berries	Goldfish and fruit cup	Cut vegetables with ranch	Mixed cheese and crackers	Hummus and crackers



CHILD CARE LICENSING PROGRAM
Division of Public Assistance
Child Care Program Office

PARENTS' GUIDE TO LICENSED CHILD CARE



This form is required to be included in a child care facility's policies and must be provided to parents at enrollment.

♦ Choosing care for your child is a significant decision.

When you entrust the care of your child to another person, you are making an important decision. Visit, ask questions, and carefully compare several programs. Licensed care includes child care homes, group homes, and centers. Your choice depends on what you want and need for your child.

♦ Licensing is a key to quality child care.

Licensing promotes good care by setting basic health and safety standards. Before a center, group home, or home is granted a child care license, it must meet minimum regulatory standards such as: health, safety, and program requirements. Child Care Licensing Specialists from the Child Care Program Office conduct on-site inspections at a facility to monitor regulatory compliance and to investigate reports of concern. The goal of licensing is to prevent predictable risks of harm to children; however, licensing cannot guarantee that a facility meets all requirements at all times.

♦ An informed parent is a key to quality child care.

Parents are responsible for choosing and monitoring their child's care. Licensors generally visit a minimum of twice a year, but you visit each time you take your child. Visit unexpectedly sometimes or in the middle of the day. Keep an eye on the quality of care. What do you see when you visit? Is the environment safe? Are caregivers knowledgeable, nurturing, and communicating with you about your child's daily care and needs? How many children are present, are there enough caregivers? Are activities appropriate? Watch how your child responds to the program and interacts with caregivers. Listen to what your child says and pay attention to changes in their behavior. It's ultimately a parent's decision to choose a facility which meets their family's needs and their standards for health, safety, and quality.

♦ What to do if you have questions or concerns about the care your child is receiving:

First discuss with your caregiver or the facility's Administrator or Child Care Associate if you have any concerns, observe any health or safety issues, or feel the facility's program needs improvement. If you are still concerned, believe children may be in danger, or feel a licensing standard has been violated, contact the Child Care Program Office toll free at 1-888-268- 4632 or via email at CCPO@alaska.gov

CHILD TO CAREGIVER RATIO REQUIREMENTS FOR LICENSED CHILD CARE FACILITIES

CHILD CARE HOMES

- 1 caregiver required; must be at least 21 years of age
- No more than 5 children younger than 13 years of age including the caregiver's own children, without fire safety approval
- No more than 8 children total, younger than 13 years of age, including the caregiver's own children, with fire safety approval
- No more than 3 children under the age of 30 months
- No more than 2 children may be non-ambulatory
- No more than 5 children, including the caregiver's own children under the age of 18 years, are allowed in nighttime care between the hours of 10:00 p.m. and 6:00 a.m., with fire safety approval

CHILD CARE GROUP HOMES

- 2 caregivers required, one must be the Administrator and must be at least 21 years of age
- Caregivers must be at least 18 years of age
- No more than 12 children total younger than 13 years of age, including the caregiver's own children, with fire safety approval
- No more than 5 children under the age of 30 months
- No more than 4 children may be non-ambulatory
- No more than 5 children, including the caregiver's own children under the age of 18 years, are allowed in nighttime care between the hours of 10:00 p.m. and 6:00 a.m., with fire safety approval

See 7 AAC 57.505 for child-to-caregiver ratio requirements allowing 1 caregiver in a Group Home.

CHILD CARE CENTERS

- Administrator and/or Child Care Associates must be at least 21 years of age
- 13 or more children in care, with fire safety approval

The number of caregivers, who are at least 18 years of age, needed to meet child-to-caregiver ratios:

- 1 caregiver for every 5 infants (birth through 18 months)
- 1 caregiver for every 6 toddlers (19 months up to 36 months)
- 1 caregiver for every 10 preschool children (3 and 4 year olds)
- 1 caregiver for every 14 kindergarten children (5 and 6 year olds)
- 1 caregiver for every 18 school age children (7 through 12 years old)

See 7 AAC 57.510 for allowable maximum group sizes in a Center.

CHILD CARE FACILITIES MUST MEET THE FOLLOWING REQUIREMENTS TO BE LICENSED

- Required to apply for a Provisional or Biennial License
 - Must meet all licensing standards and requirements
 - Must be in compliance with all licensing regulations
 - Must allow Child Care Licensing access to inspect the facility and premises to ensure licensing compliance and to investigate complaints
 - All staff/household members must have valid criminal history check from the State of Alaska Background Check Program
 - All caregivers must meet the licensing early child development training requirements
- CC61 (06-4086) Rev. 02/18 Electronic <http://dhss.alaska.gov/dpa/Pages/ccare/> Page 3 of 4

OBTAIN FROM PARENTS

- Child's immunization records or an approved exemption form
- Child emergency information
 - must be updated by parent when changes occur or
 - at least semi-annually
- Permission for:
 - medication administration
 - transportation
 - field trip participation
- A plan of care for a child identified with a special need
- A behavior guidance plan for a child with a behavior issue

PROGRAM REQUIREMENTS

- Must promote children's healthy development
- Must include quiet and active, group and individual, indoor and outdoor activities
- Must include minimum of 20 minutes of vigorous physical activity for every 3 hours in care
- Must ensure screen time viewing is limited to 1½ hours in a 24- hour period
- Must have a specialization approved by Child Care Licensing to provide nighttime care or allow children to participate in a moderate risk activity

SUPERVISION

- Ensure children are always supervised by an adult caregiver
- Ensure children receive age appropriate supervision
- Ensure a child's whereabouts are known at all times while in care
- Ensure child-to-caregiver ratios are always met

SAFETY

- Must meet Child Care Licensing and fire safety standards
- Must have an emergency evacuation plan, train staff, and document monthly evacuation drills
- Ensure water temperature is between 100 and 120 degrees Fahrenheit
- Ensure firearms and ammunition are stored properly away from children. Note: firearms and ammunition are prohibited in a child care center.
- Ensure the facility is free of hazards inside and outside
- Ensure electric outlets accessible to children under age 5, have child protective outlet covers

BEHAVIOR GUIDANCE

- Must be positive and never cruel, humiliating, or damaging to the child
- Must set realistic expectations and clear and consistent limits
- Must not be disciplined or punished related to eating, napping, or toileting
- Ensure if time-outs are used they are age appropriate and a child is never removed from other children for more than 10 minutes
- Ensure corporal punishment of children is prohibited. Note: corporal punishment means “the infliction of bodily pain as a penalty for a disapproved behavior. It includes: shaking, spanking, delivering a blow with a part of the body or an object, slapping, punching, pulling or any other action that seeks to induce pain.”

HEALTH

- Ensure the facility meets cleaning and sanitation standards
- Ensure meals and snacks are nutritious and follow Alaska Food Program standards
- Ensure sanitary practices are used for food preparation and handling
- Must notify parents if their child is exposed to a contagious or communicable disease
- Ensure a medical provider approves attendance before admitting a seriously ill child
- Ensure drinking water is safe
- Ensure facility is smoke free
- Ensure there is always a caregiver with CPR and first aid certification present
- Ensure medicine and toxic materials are labeled and stored safely out of reach
- Ensure medicine is only administered with parent permission
- Ensure a caregiver’s own child and all children in care are treated equitably

EQUIPMENT AND SUPPLIES

- Ensure furniture and equipment are safe and durable
- Ensure there is an adequate and varied amount of age appropriate toys and books available for children in care
- Ensure children have storage space for their belongings
- Ensure children under age 5 have a cot/mat/bed and bedding that is clean and sanitary for resting

- Ensure infants sleep on their backs in an approved crib free from materials and blankets that could increase the risk of suffocation

SPACE

- Must have indoor and outdoor space to accommodate the physical and developmental needs of children in care:
 - 35 square feet of usable indoor space per child
 - 75 square feet of usable outdoor space per child

COMMON CHILDHOOD ILLNESSES

These procedures are based on a collection of medical opinions. They are intended to minimize the spread of contagious illness to the benefit of all families enrolled in childcare homes and centers.

Wellness: Children are able to go to childcare homes and centers when they can fully participate in all activities. Children who cannot go outdoors or participate in the daily events are generally not ready to return.

GENERAL SIGNS OF ILLNESS

Fevers: Fever is the body's reaction to infection or inflammation; it is a symptom of illness. Please keep your child home if they have a fever of 100 or more. Children with fevers of 101 or higher at the Center will be sent home.

Vomiting: Vomiting may be caused by stress, inflammation in the stomach, a reaction to food, motion sickness, and other reasons. Vomiting will be considered a sign of illness unless there is some other cause known by the staff. A child who vomits while at the Center will be sent home.

Diarrhea: Diarrhea has many causes. Distinguishing between diarrhea and normal runny stool is a way to tell if a child is ill. If the stool is separating and watery you should consider your child to be ill. If the diarrhea cannot be contained in a diaper or a potty-trained child cannot make it to the bathroom, they will be sent home.

ILLNESS	WHEN A CHILD MAY RETURN TO THE CENTER
Colds	No cloudy discharge/No persistent coughs or sneezes
Flu	Absence of fever, chills, cold symptoms, sore throat, vomiting, diarrhea, aches
Fevers	When fever has subsided for 24 hours, without the use of medication and child is able to participate in an active program
Strep	24 hours after medication is given if no fever is present
Pink Eye	24 hours after medication is STARTED
Chicken Pox/Shingles	All pox are completely scabbed over and not weeping. Must be checked by staff at arrival time.
Hand, Foot, and Mouth	All blisters must be dried and not weeping, no fever. Must be checked by staff at arrival time.
Impetigo	24 hours after medication is STARTED
Head Lice	No nits present. Must be checked by staff. Hair must be reshampooed 10 days after first shampooed.
Scabies	24 hours after medication. Must be reshampooed 10 days after first shampooed.
Ringworm	24 hours after medication is STARTED
Giardia	Doctor's written release. Absence of vomiting.
Hepatitis	Doctor's written release.
Meningitis	Doctor's Written release.
Vomiting	24 hours without vomiting

Infant

DAILY

schedule

	7:30-9:00	Diapers	
	9:00-9:40	Breakfast	
	10:00-10:40	Diapers	
	10:00-11:30	1 st Nap (Baby under 1)	
	11:30-12:10	Lunch	
	12:00-12:40	Diaper/ 2 nd Nap for everyone	
	12:00-2:00	Nap/ Free Play	
	2:00-3:00	Diapers	
	3:30- 4:00	Diapers/ Snack	

Toddler

DAILY

schedule

7:30-9:00	Diaper checks/Center Play
9:00-9:30	Morning Snack
9:30-10:00	Morning diapers
10:00-11:15	Class activity/outside play
11:15-12:00	Lunch prep/lunch
12:00-12:30	After lunch diapers
12:30-3:00	Nap time/after nap diapers
3:00-3:30	Afternoon snack
3:30-4:30	Guided play/end of day diaper checks
4:30-5:30	Pick up/Center play

Preschool

DAILY

schedule

7:30-9:00	Daily Check-in/Center Play
9:00-9:10	Clean-up
9:15-9:30	Morning Snack
9:30-10:00	Circle Time
10:00-11:30	Outside play/ Large locomotor activities
11:30-12:00	Bathroom/lunch prep
12:00-12:30	Lunch
12:30-3:00	Naptime/Quiet time
3:00-3:30	Bathroom and snack
3:30-5:30	Guided Play/Center Play

PRE K DAILY SCHEDULE

7:30 – 9:00: Drop Off / Sign In / Free Play (Centers / Table Tops)

8:50: Call for 5 more minutes until clean up.

8:55 – 9:05: Clean Up Time / Wash Hands / Bathroom

9:05 – 9:35: Breakfast Snack

9:35 – 9:45: Clean Up Breakfast / Wash Hands

9:45 – 10:05: Circle Time / Music & Movement / Story Time

10:05 – 10:20: Bathroom / Get Ready for Outside Play

10:30 – 11:30: Outside Time (weather permitting – might stay longer)

11:25: Call for 5 minutes until returning to the classroom.

SUBSTITUTION: If weather conditions are harsh, we will remain inside and do dance parties, gym mats, yoga, etc.

11:40 – 12:00: Come back inside / Bathrooms / Wash Hands / Take Off Gear / Prepare Lunch

12:00 – 12:30: Lunch

12:30 – 12:45: Clean Up Lunch / Wash Hands / Prepare Rest Time Mats

12:45 – 1:00: Story Time / Share Bags (on Fridays)

1:00 – 3:00: Nap Time

*Children must be resting quietly on their mats for at least 45 minutes to an hour.

*After 45 minutes to an hour, children will be given an activity to do at their mat or at the table with a teacher.

3:00 – 3:30: Wake Up / Put Away & Clean Mats / Bathrooms

3:30 – 4:00: Snack Time

4:00 – 4:15: Story Time

4:00 – 5:30: Pick Up / Playground / Free Play /