

# *Pella Early Learning Center*

*215 Main Street*

*Pella, IA 50219*

*641-628-4845*

***Welcome to the Pella Early Learning Center!*** Our nonprofit Center was organized in 1974 as a service to the community of Pella and the surrounding areas. Our staff consists of a Director, qualified teachers, cooks and volunteers. They are trained in child growth and development in order to give your child the best care and to provide a developmentally appropriate learning environment.

## **BOARD OF DIRECTORS**

Activities of the Center are governed by the elected Board of Directors, who serves three-year terms, not to exceed two consecutive terms. Elections take place at the Annual Meeting held the third Tuesday of February.

## **MISSION STATEMENT**

PELC will provide quality childcare and maintain high standards for the child, the parent or guardian, the staff, and the community in a developmentally appropriate learning environment.

## **PURPOSE AND OBJECTIVES**

PELC is a tax-exempt, non-profit, childcare Center. The Center is committed to:

- Provide a safe, secure environment where each staff member assumes the responsibility to encourage your child's social, emotional, intellectual, and physical development based on the developmental levels and interests of your child.
- Provide a daily schedule that includes routines, yet is flexible enough to encourage spontaneity.
- Provide a nurturing environment for all children ages 6 weeks through 10 years, regardless of sex, race, disability, color, national origin, or religious creed.

## **Pella Early Learning Center is a Peanut Aware Center**

### **Peanut Aware Declaration Statement**

We are aware that some children have life threatening, anaphylactic food allergies. PELC cannot guarantee that a student will never experience an allergy-related event while at the Center. However, the risk of accidental exposure to allergens can be reduced when we partner with parents to minimize risks and to provide a safe educational environment for severely allergic children. Policies have been created to reduce the risk of exposure during daycare hours for those children with life-threatening allergies.

We have removed peanut products from meals and snacks. This includes removing peanut products that have peanuts listed as ingredients in the allergen content labeling. **Peanut products are not allowed in the Center.** This also includes products that may be manufactured in a facility that processes peanut products.

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## LICENSING

PELC is licensed to operate by the Iowa Department of Human Services. The license is posted on the wall to the right of the Center window. The Center's licensing record and compliance report forms from the State Fire Marshall's Center are available upon request from the Center and the Iowa Department of Human Services.

A copy of the Child Day Care and Preschool Licensing Standards and Procedures, Form SS-0711 is available upon request from the Center's Director and from the Center's licensing consultant, or from the Department of Human Services.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

## ENROLLMENT POLICY

PELC does not discriminate in the enrollment of children on the basis of race, color, religion, sex, age, disability, sexual orientation, political affiliation or national origin. Enrollment is filled on a first come first served basis.

### Registration Fee Policy

Pella Early Learning Center recognizes the need for parents/guardians to secure an enrollment for their child before the actual time of need arrives. We at Pella Early Learning Center want to help you in this effort by identifying when a position will be available and if agreeable, reserving that position for your child. We require that you provide a nonrefundable \$75 registration fee per family which will then guarantee the opening for your child.

**Five business days prior to your child's first day at the Center, the following must be completed, signed by parent or legal guardian, if applicable and submitted to the Director:**

- Contract/Agreement with PELC
- Intake form
- Transportation/Publicity Consent form
- Medical and Dental Consent form
- Sunscreen/lotions Consent form
- Physical Exam form - completed by physician - updated yearly
  - school-age children age 5-10 need a parent evaluation form signed and updated yearly
- Immunization Form on the Iowa Department of Public Health Certificate of Immunization 6 completed, signed, and dated by a doctor or health official and must be kept up-to-date
- Pickup Permission form - updated yearly
- Child Adult Care Food Program enrollment form, if applicable

It is up to the parent/guardian to regularly update immunization records, physicals, as well as names, relationships and phone numbers of authorized persons to pick up a child from the Center.

The Center Director must approve contract revisions before they will be implemented.

## FEES AND RATE DETAILS

Detailed information on the current Center fee schedule is available on the parent/guardian contract.

- The minimum number of days you may contract for is 3 days per week (to be consistent with the 3 day per week required to hold a spot).

- Extras (per family):
  - Over ten hours per day: as per rate sheet.
  - \*refer to the current Center fee schedule
- There is a 10% discount for all additional children attending from the same family. The discount is deducted from the lower weekly charge.
- Breakfast, snacks and a hot lunch are included in the rates.
- If you qualify for state assistance and we have not received state assistance papers by the time your child starts receiving care at the Center, you will be responsible for your bill.
- If you qualify for state assistance and exceed your allocated units, you will be responsible for your bill.
- When a child comes to the Center to attend a special event on a non-contracted day, the parent must remain with the child in the classroom during the event, and once the event is over must promptly leave with the child to avoid additional charges.
- Please check with the Center for space availability before bringing your child on a non-contracted day.
- If you desire to make a change in your child's contract, please give the Center one week's notice for the change to go into effect. Otherwise, you will be billed based on your current contract.

### SCHOOL-AGE SPECIAL RATES

- Early Dismissals/late starts
    - Less than and up to 1 hour**--\$5.15 will be added to the normal school charges.
    - Greater than 1 hour**--\$7.75 will be added to the normal school charges.
    - Dismissal before lunch (Tulip Time)**--\$18.00 will be added to the normal school charges.
- These special rates will be a flat rate with no discount applied and take effect August 2012.

### PAYMENT OF TUITION

- Statements are printed on a weekly basis and are in the billing box by 3:00 p.m. on Thursdays. Parents are responsible for checking their bills on a weekly basis. You may pay in advance, but not late. There is no deduction for days not attended unless it is a requested vacation day.
  - Payment must be received by Thursday at 10:00 AM to avoid a late payment charge.***
- Payments can be made in the form of cash, check, or automatic withdrawal. Your weekly payments can be automatically withdrawn from your checking/saving account to pay your weekly bill. Any additional charges such as over ten hours, or additional days, etc. will also be automatically deducted from your bank account. If you decide to participate in the automatic payment option, please fill out and submit the appropriate form along with a voided check or savings deposit slip to the Center.
- Children with accounts two weeks late or more will not be permitted to attend the Center until payment is made or discussed with the Director.
- There is a \$20.00 service charge on every Non Sufficient Funds check. If the Center receives two NSF checks within a year from the same family, the weekly tuition payment must be paid in the form of either cash or a cashier's check. The same applies if the Center receives two NSF auto pays within a year from a family.

### TEACHER/CHILD RATIOS

Children will be supervised at all times within the facility and on the playground. The following are the state established teacher/child ratios:

Infants & Toddlers (6 wks ó 2 yrs)	1 to 4
Two Year Olds	1 to 6
Three Year Olds	1 to 8

Four Year Olds	1 to 12
School Age (kindergarten through 5 <sup>th</sup> grade)	1 to 15

**TRANSITIONING**

The movement of children to the next level of classroom will be performed on a calendar year. Those children with birthdates on or before September 15<sup>th</sup> of the current calendar year will be moved to the next room in accordance with the school systems. In an effort to reduce a child/children being delayed from moving onto the next room in a timely manner, a 6 month transition review will be conducted.

**HOLIDAYS**

The Center is closed on the following Holidays:

New Year's Day	Memorial Day	July 4th
Labor Day	Thanksgiving Day	Christmas Eve Day
Christmas Day		

If the holiday falls on the weekend, it will be observed on either the preceding Friday if the holiday is on Saturday or the following Monday if the holiday is on Sunday.

**VACATION**

Families are allowed vacation time for non-attended days after attendance at the Center for 3 months. The amount of vacation granted is based on contracted days and may not be used if the child is in attendance.

Full-time (5 days/week)	5 whole days
Part-Time	
4 full days per week	4 whole days/year
3 full days per week	3 whole days

These days are renewed on January 1, each year. Days may not be carried over to the next year.

Vacation request forms should be submitted prior to the scheduled absence from the Center in order to allow for staff scheduling. If this is not possible, then the form **MUST** be turned in no later than the first day back to the Center after the absence in order to be credited with vacation time.

**SUMMER VACATION POLICY FOR SCHOOL-AGERS**

Vacation time will be granted to school-agers based on their attendance record at the Center. School-agers who have participated in the before and/or after school program for a minimum of 6 months will be granted the following vacation time based on their summer program enrollment status. These days are to be used only during the months of June, July, and August while school is not in session.

Summer Program enrollment:

Full-time (5 days/week)	5 full days
Part-time	
4 full days	4 full days
3 full days	3 full days

School-agers are not eligible for vacation days during the school year because the before and/or after school program is not considered full day care.

**LEAVE OF ABSENCE/SUMMER VACATION**

Leave of absences/summer vacation for any period of time with guaranteed return space will not be granted. A leave of absence must be a minimum of four weeks up to a maximum of eight weeks. Parents/guardians desiring a leave of absence for their child(ren) have two options.

1.) Take the leave of absence acknowledging that a space for the child(ren) may not be available when the child(ren) need to return to the Center for care.

2.) Pay the lesser of the contracted rate or 3 days/week per child throughout the leave of absence period to ensure space upon their desired return to the Center.

The request for a leave must be made in writing to the Director no later than 2 weeks prior to the start date of the leave. If childcare is needed during the requested leave period, the availability of care will be based on classroom space availability and charged at a daily rate. Parents/guardians must contact the Director in advance to determine if space is available.

The leave of absence policy also applies to families who elect to take their children out of the Center while the mother is home on maternity leave.

### **WAITING LIST POLICY**

After all spots have been filled, a waiting list will be maintained and the following policy is in effect:

- Openings are based upon the waiting list order with preference given to those needing full time care.
- The names & ages of your child must be on the waiting list.
- Approximate starting date and hours needed for the child must be on file.
- It is the Center's policy to give priority to new siblings of children already being served when there is an opening. This commitment to families currently being served, is at all times, however, subordinate to the best interests of the Center as determined by the Director and the Board of Directors.

### **ARRIVAL**

- The Center opens at 6:00 a.m. Children must be escorted into the Center by a parent/guardian, who signs them in and takes them in to the appropriate classroom area. (In case of emergency, we need documentation of each child's presence or absence.)
- If your child will not be attending the Center for any reason, please let us know in advance. If advance notice is not possible, please call by 8:00 am or leave a message on the answering machine. If your child will be absent due to illness, please let us know the symptoms.
- Written notification of any changes in times or days that your child will attend the Center is required and is subject to space availability.

### **DEPARTURES**

- The Center closes at 6:00 p.m. Please pick your child(ren) up by this time. Failure to do so will result in a late fee of \$1.00 per minute. (Emergencies will be at the discretion of the Director.)
- Only those adults who are authorized in writing to do so may take the child out of the Center! Please write the name of the person who will be picking up your child on the sign-in/out sheet when dropping off your child for the day. If it is necessary for someone else to pick your child up, call and inform us with the name of that person. Prepare them to identify themselves with a photo ID. This is for the safety of your child.
- Please check your child's cubbie or folder at the end of each day for art work, newsletters, and/or other important information and make sure to sign your child(ren) out on the sign-in/out sheet at the Center window.
- Should there be a custody arrangement between parents; **the Center must have a copy of the legal document on file.** As with any information you provide us, this will be confidential and

only those staff members and/or board members who need to know will be informed of the situation.

### **INCLEMENT WEATHER**

The Pella Early Learning Center will continue to do everything possible to remain open during inclement weather however, if the weather prevents our staff from safely getting to the Center, and keep us from maintaining the required child to teacher ratios, the Center will close. Closures will be posted on the Center's Facebook page and reported by the local radio station KNIA/KRLS.

If the weather gets worse during the day, we will call you requesting that your child be picked up before 3:00 p.m., when our afternoon shift would normally begin.

### **TERMINATION OF PELC SERVICES**

Parents/guardians must fill out a Termination of Care Form and give to the Center Director at least two weeks in advance of terminating day care services in order to allow the Center assistant the opportunity to prepare a final bill.

If a child does not attend the Center for a two-week period, with no communication from the parent or guardian, the existing contract with the Center will be terminated.

### **DISMISSAL**

A child may be dismissed from the Center for any of the following reasons:

1. Failure of parent/guardian to make payments to the Center for two consecutive weeks or more.
2. Any child who consistently disrupts the Center's environment, does not follow rules, or is a hazard to other children and/or staff. (Teacher will speak with parent-if no improvement is made, the Director will have a conference with the parent/guardian. Improvement must be evident within a week of each conference).
3. A child who is not ready for group experiences, or whose needs are not best met in a group setting.

This matter will be done in a confidential conference with the parent/guardian and the Director and will be done for the good of the child.

### **GRIEVANCE POLICY** (appeal review policy)

If the child's parent/guardian feels that the child has been unjustly denied services and/or has been in some manner aggravated, the complaint is handled progressively in the following manner:

1. Discuss the matter immediately with the Director.
2. If a satisfactory resolution is not reached within 5 working days, the parent/guardian may notify the Director that a written complaint will be referred to the Board of Directors.
3. The Board of Directors will take the matter into consideration at the next regularly scheduled meeting and shall be responsible for the resolution of the complaint. The parent/guardian shall be notified in writing of the decision, giving the reason for any action taken.
4. The decision of the Board of Directors is final.

### **PROGRAM/ACTIVITIES**

The Center provides an age appropriate program for infants through school-age.

General Program Schedule:

- |                     |  |
|---------------------|--|
| 8:00a.m. - 8:50a.m. | Free play  |
| 8:50a.m. - 9:00a.m. | Clean-up   |
| 9:00a.m. - 9:20a.m. | Group Time (stories, finger plays, songs, calendar etc.) |
| 9:20a.m. - 9:30a.m. | Snack time   |



9:30a.m. - 9:50a.m.	Craft Time
9:50a.m. - 10:50a.m.	Clean up then outside or basement recreation
10:50a.m. -11:20a.m.	Group time (stories, finger plays, songs, video's etc.)
11:20a.m. -12:00p.m.	Clean up and lunch
12:00p.m. -12:30p.m.	Clean up, get ready for rest time
12:30p.m. - 2:30p.m.	Rest Time
2:30p.m. - 3:00p.m.	Wake up/snack
3:00p.m. ó pick-up	Recreation time óoutside (if weather permits) and child selected activities (during winter months art activities may be added)

**INFANTS (6 WKS – 12 MO.) “THE FALLING STARS”**

A nurturing environment with attention to the individual needs of each child is the basis of our infant program. A daily information sheet shared by parent/guardian and caretaker provides the essential communication between our staff and parent/guardian.

**TODDLERS (12 MO. – 24 MO) “THE LITTLE & BIG DIPPERS”**

Each day children are exposed to developmentally appropriate activities that involve gross and fine motor skills, language development, thinking skills, music, exploration etc. Daily information sheets are shared by parent/guardian and staff to provide good communication. A flexible schedule and lesson plans are posted on the classroom door. Children enjoy daily outside time whenever the weather permits.

**TWO & THREE YEAR OLDS –“THE MOONBEAMS” & “THE RAYS OF SUNSHINE”**

Each day children are provided with teacher and child directed activities. Children are provided with activities that include gross and fine motor skills and self-help skills. Language development is stimulated through: stories, finger plays, songs, calendar, and dramatic play. Art activities and outside play are provided daily. A daily report and a monthly newsletter provide communication between parent/guardian and teacher.

**PRESCHOOL (4-5 YEAR OLDS)“THE RISING STARS”**

This program is an extension of our regular program, with an emphasis on Kindergarten readiness. Students are exposed to a number of child and teacher directed activities. Gross and fine motor activities are implemented in the program. Language development is stimulated through educational games, songs, finger plays, calendar, sharing time, stories etc. Children are able to choose from learning centers that feature different activities that target specific skills. A monthly newsletter, calendar of themes and activities, as well as parent/guardian/teacher conferences provides parent/guardian/teacher communication.

**SCHOOL-AGE PROGRAM – “THE SHOOTING STARS”**

Before and after school activities, as well as a full time summer program, are offered for school-age children. We recognize the unique needs of this age group by equipping their room with age appropriate activities. A computer, building blocks, table games and craft materials are examples. During the school year, time is allotted for homework but the emphasis is placed on relaxing activities after a long day at school. The schedule during the summer and school breaks include field trips, sports, crafts, and other group activities.

**PARENT/GUARDIAN CENTER COMMUNICATION**

- A classroom newsletter will be printed or e-mailed monthly to provide information about the Center's activities and other general announcements.
- In the entry of the Center, there is a clear organizer on the wall next to the sign-in area where parents can pick up menus, learn about special events and receive other messages. Parents/guardians should check the organizer often.

- A good time to share insights or concerns about your child is when he/she arrives or departs from the Center. As a parent/guardian, we encourage you to make contact with the teacher, aide, or Director.

### **ACCESS POLICY**

The safety of the children in our care is our top priority. Parents/guardians of children at the Center have unlimited access to their children. Parents/guardians may come at any time of the day to observe their child/ren being cared for by staff. However, please do not come during naptime as that is disruptive to others.

Parent/guardians may only be prohibited from contact with their child by a court order, which must be presented in writing to the Center. Children will only be released to those listed on the pick-up permission form. All center employees and volunteers shall have a background check. Only those people who are cleared will be allowed unrestricted access to the children. All visitors to the center will sign in at the front desk and pick up a visitor pass. Staff will supervise the children and monitor all visitors that are in their room when the children are present so that no child is left alone with an unauthorized person.

Registered sex offenders who have been convicted of a sex offense against a minor shall not be on the property of the Pella Early Learning Center without the written permission of the Director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center. During those times, a staff member will escort the offender to and from their child or ward's class room. The Iowa Sex Offenders website will be monitored monthly by the center's administrative assistant.

### **CHILDREN REQUIRING SPECIAL ACCOMMODATIONS**

The Center will make reasonable accommodations under the Americans with Disabilities Act, if requested. \*Note: Limitation of accommodations may exist for children whose needs require extreme facility modifications beyond the capacity of the facility's resources.

### **CHILD ABUSE/NEGLECT**

As licensed childcare providers, we are required by law to report any suspected cases of child abuse or neglect. Failure for us to do this could result in a fine and/or imprisonment. We ask for your understanding, cooperation and help in this matter.

### **TOYS**

Children are not to bring toys from home. The Center has a good selection of toys for children of various ages. If your child naps with a certain toy, he/she may bring it and leave it in the 'cubbie' until rest time. Special toys can be shared with classmates during a scheduled sharing time as determined by each individual classroom.

### **QUIET TIME**

It is our policy that children up to 4 years old (downstairs classrooms) have a rest time each day from approximately 12:00-2:30pm. Cots, sheets and pillows are provided for each child. Children in the 4-5 year old room upstairs have a rest time scheduled from 12:00 to 1:30 p.m. If your child has a favorite blanket and/or pillow, you may send it along. Please label it. We do not require children to sleep during rest time, but we do expect them to lie quietly.

### **OUTDOOR/CLOTHING POLICY**

Health experts are unanimous on the importance of fresh air and the negative health consequences of children spending too much time in closed, indoor settings. Please dress your child appropriately for the weather and the day's activities. Except in extreme weather, children are expected to go outside every day. Colds are caused by viruses, not cold weather. If your child is well enough to attend day care, he/she is well enough to go outside.

- Each child is asked to bring a clean change of clothes, including underwear and socks. Please label all clothing.
- All clothing needs to be free of drawstrings. This presents a choking/strangulation danger to your child.
- Shoes are required - no bare feet! Make sure their shoes are secure for their safety. During 'boot weather' your child must have shoes and boots.
- Please send mittens, hats, and snow pants in the winter. Snow pants are required if there is snow on the ground or if the temperature is below 20 degrees F.

### **BUS STOPS AND SAFETY PROCEDURES**

Both Pella Community and Pella Christian school systems provide morning and afternoon bus service from the Center. It is your responsibility to discuss the transportation process with your child, and ensure they are aware of the rules set up by the schools and the Center. (Children are not to get off at any other bus stop other than the Pella Early Learning Center, unless arranged ahead of time between parents. In this case, be sure you inform the Center and have a written note for the bus driver.)

During the first 3-4 weeks of school, children wear a sticker with the following information displayed: name, bus #, name of school they are coming from and drop off location.

The Lead Teacher meets each bus and checks off children's name as they arrive, and takes group attendance immediately upon return to the class room.

### **FIELD TRIP POLICY**

Children at the Center go on local field trips. Children walk to various parks, the Library, local businesses, and Central College. Emergency medical/dental consents are taken, as well as a list of all persons on the trip.

Children ages 5 and up take a variety of field trips during the year. All children will be transported in licensed and insured vehicles according to state law. All drivers are licensed. Everyone will use age appropriate safety restraints. Parents/guardians will sign a written authorization giving the Center permission to take the child on a field trip. A first aid kit as well as current emergency information on each child is located in the vehicle.

### **TRANSPORTATION POLICY**

All children transported in a motor vehicle shall be individually secured in a safety belt or seat in accordance with federal motor vehicle safety standards and the manufacturer's instructions. Children under the age of 3 shall be secured in a federally approved child restraint. Children under the age of 11 shall not be located in the front seating section of the vehicle. Center staff shall possess a valid driver's license and shall not operate a vehicle under the influence of alcohol, illegal drugs, and/or prescription or non-prescription drugs that could impair their ability to operate a motor vehicle.

### **EXTRA ACTIVITIES**

During the summer months, children go on field trips such as the pool, Library, etc. A calendar is provided for parents/guardians informing them of all activities of the week. Parents/guardians must sign and return needed forms and fees for activities so teachers know the child has permission to attend. Extra staff will go on all outings as well as a first-aid kit and a list of all children.

### **NUTRITION POLICY**

The Center participates in the Child and Adult Food Program (CAFP) of the U.S. Department of Agriculture. Participants are not charged separately for meals. However, by participating in this Program, the center receives partial reimbursement for nutritious meals served to children. Each meal/snack is planned to meet the child's nutritional requirements in proportion to the amount of time the child is at the Center. Exceptions are allowed for allergies and medical conditions with a written excuse from a doctor. Records for meals are kept in the Center and menus are posted in each classroom and available in the organizer on the wall in the entry.

### **HEALTH POLICIES**

Children are required to have a valid physical and immunization form on file at all time.

The Center cannot care for children with a communicable disease. A notice will be posted of exposure of children to a communicable disease. Parents/guardians must notify the Center if your child has a communicable disease. The following common symptoms will require a child to be sent home and to remain home for at least 24 hours after symptom(s) are gone. Please note the definition of these symptoms.

- Diarrhea ó two or more bouts that are of an unusual consistency (i.e. loose, watery, greenish, foul smelling, or containing mucous).
- Elevated Temperature ó fever (101) within the past 24 hours (without the use of fever lowering medicine, like Tylenol or ibuprofen), unless physician diagnosed non-communicable (i.e. teething, immunizations, etc.)
- Conjunctivitis ó pink eye ó non-clear drainage from eye and/or swelling and redness of the whites of the eyes. Child may return after 24 hours of antibiotic treatment.
- Skin Disorders ó that are undiagnosed and/or draining. This includes, but is not limited to rashes, blisters, boils and lesions. Note: A child with impetigo may return after 24 hours of antibiotic treatment and the drainage has stopped.
- Chicken Pox ó child may return when the pox are dried up, usually 6-7 days after outbreak.
- Vomiting ó accompanied by signs of irritability, restlessness, lethargy, a substantial loss of appetite, or vomiting occurring more than two times in the previous 24 hours.
- Coughing ó severe, continuous coughing.

Children with any of these symptoms will:

- Be isolated from the other children
- Have parent/guardian contacted
- Need to be picked up within one hour
- Remain out of the Center until symptoms are gone, at least 24 hours

You will be charged per your contract rate for any days your child misses due to illness or other reasons not covered earlier in this document.

### **Smoke Free Environment**

Smoking is not allowed in the Center, Infant House, parking lot, playgrounds or anywhere on the premises.

### **UNIVERSAL PRECAUTIONS**

- Staff will wash their hands after any restroom activity, before any food service activity, after being outside, and before and after administering first-aid, even when gloves are worn.
- Staff will use universal precautions in handling blood, body fluids or breast milk, and cleaning up accidents involving these fluids, as recommended by the Center for Disease Control.
- Staff is trained yearly in practices of universal precautions.
- Children will wash their hands after toileting, before eating and after being outside.

## ADMINISTRATION OF MEDICATION

Parents must complete a Medication Authorization Form for children requiring medications, including over the counter medications. Medications must be provided in the original container. Prescription medications must be accompanied by the doctor's directions.

All medication is stored in their original container(s) inaccessible to children or the public. All non-prescription medications are to be labeled with the child's name. Medication will only be administered by those staff that have taken the Medication Administration Training. A notation of administration is made on the ledger sheet in the office by the designated staff.

## FIRST-AID

PELC staff is trained in first-aid and CPR and will administer temporary, immediate care in case of bodily or dental emergencies. Staff is trained yearly in emergency plans and procedures.

In case of an emergency, 911 will be called and the child's parent/guardian will be notified. If necessary, the parent/guardian medical/dental consent form (on file) will go into effect.

Any injury/incident that requires first aid will be documented on an Accident/Incident Report Form and signed by the witnessing staff member and parent/guardian, who will then receive a copy.

## DISCIPLINE POLICY

At PELC, corporal punishment is never used. Children are never hit, slapped, or spanked, even with parental permission or request. Children are not to be ridiculed, humiliated, teased or embarrassed. When discipline is used, it is consistent, and the age and individual needs of the child are considered.

1. Distraction and Redirection: Suggest appropriate alternate behavior or activity.
2. A quiet, private talk: Show respect for the child's feelings. Get down to the child's level, look into the child's eyes and give the child your complete attention. Be direct and brief.
3. Direct praise: To the child who is behaving appropriately. Catch the child being good, and comment discreetly on that to the child. Avoid catching the child being bad.
4. Indirect praise: To a child (near the child who is misbehaving) who is engaged in a desirable behavior (‘I see Susie is quiet and ready to go outside.’ ‘Susie is next to the child who is disruptive.’)
5. Teaching by example: When asking children to be quiet for rest, use a quiet, whisper voice.
6. Logical sequences: The outcome is a natural consequence of the misbehavior, e.g., a child who intentionally pours out the paint at the art table is not allowed to finish his/her picture because (as a natural consequence) there is no more paint to use at that time.
7. Arrange contingencies (‘if, then’ statements): e.g. for acts of physical aggression or other serious offenses, a ‘time out’ or supervised separation from the group is appropriate. Time out lasts one minute for each year of the child's age. Give plenty of warning, and then follow through in a firm, fair and friendly manner with the action announced. When the child is calm enough to listen, explain the reason for the time out, what he/she felt, why he/she did it, and how it made the teacher feel. A child may not be able to talk about this, even days later. An adult's anger is threatening and overpowering to a child. Positive, consistent reactions help maintain an enjoyable and relaxed learning environment.

## Biting Policy

Biting is a normal stage of development for young children who are teething and still developing their language skills. It is usually a temporary condition that is most common between 12 months and 36 months of age. **It is not something to blame on children, parents, or teachers.** Knowing that the effect of their biting will hurt another person is not yet a part of a child's mindset at this age. They have not internalized the ‘cause-effect’ relationship. Our teachers plan activities and supervise carefully but there

are times when they are not within immediate reach to prevent a bite. Our policy for handling a biting incident is the following:

1. The biter is immediately removed from the group with a firm "No".
2. The disciplinary policy will be followed as necessary. Repetitive occurrences will be addressed by the Director, teachers, and parents.
3. The bitten child is consoled. The bitten area washed with soap and water, ice will be applied to reduce swelling as needed, and other first aid procedures will be administered as necessary.
4. A written incident report is given to the parents of all children involved. Confidentiality will be maintained.
5. We adapt the classroom environment and work with parents to reduce any stress the child may be experiencing.
6. We let children know that biting is wrong and hurtful. We help children understand what is acceptable to do with their teeth (chewing on teething toys, eating food). We help children learn appropriate ways to express their feelings.
7. We make every effort to address the behavior quickly. We strive to balance our commitment to all families involved.

### **SAFETY POLICIES**

- Children will be supervised at all times within the facility, on field trips, and on the playground.
- Emergency evacuation plans are posted by all exits. Emergency phone numbers for the fire department, poison control Center and ambulance are posted by all phones. Children's emergency information is kept by the Center phone in an emergency binder.
- All full-time staff is certified in CPR and first-aid.
- No smoking is allowed in the building, on the playground, or on field trips.
- First-aid kits are clearly labeled and available within the Center, outside, and on field trips.
- The Center has written emergency plans for fire, tornado, flood, intruders, intoxicated parents, lost or abducted children, power failures, bomb threats, chemical spills, earthquakes, and blizzards. The plans include transportation arrangements.

The Center provides written incident reports to parents when there are minor injuries, minor changes in health status, or behavior concerns. Incidents resulting in serious injury or significant health change will be reported immediately to the parent.

### **EMERGENCY PROCEDURES**

If it becomes necessary to vacate the Center, the children will walk across the street to Pella Corporation. If it is necessary to evacuate to a more distant destination, the children will be transported by staff vehicles, seat belted and supervised to Madison Elementary School. In the event of a city wide disaster, a bus from Madison Elementary would transport children and staff to Stepping Stones Early Learning Center, 300 Panther Drive, Knoxville, Iowa 641-828-7837. Contact information, first aid kits, and child necessities, such as diapers, formula, etc. will accompany the children. Parents will be notified by Board members as soon as a safe destination is reached.

### **FIRE/STORM DRILLS**

In accordance with the State Fire Marshall regulations, fire and tornado drills are held monthly. All other emergency procedures are reviewed with staff on a regular basis, with information made available in all classrooms.

### **TORNADO**

If the tornado warning sounds, the safety of all children and adults is the main objective. Children will be moved to their assigned areas. All classrooms will proceed to the basement room, - 2&3s and 3&4s will use the back stairway; Infants and Toddlers and children located upstairs (4s&5s and school-agers) will use the front stairs. Kitchen staff and any other available staff, will go to the toddler rooms to assist in evacuation.

Teachers are informed about their assigned basement area. Teachers in each room are to make sure that all children including IMMOBILE CHILDREN reach a safe location. Flashlights and attendance sheets accompany each class and in order to ensure that all children are accounted for, attendance is taken immediately upon reaching the basement. Director will take the emergency information binder. A weather radio is located in the basement and will be used to keep updated on the storm. All persons remain in position until Director gives the all-clear sign.

### **FIRE**

The fire alarm will be sounded by the Director. The Director will call 911. The Director will take the Emergency Binder and a First Aid Kit. The Kitchen staff will go directly to the toddler rooms to assist in evacuation. IMMOBILE CHILDREN IN ALL CLASSROOMS WILL BE ASSISTED BY STAFF. All classes line up by the door (as practiced), leave building by assigned routes, and line up along the playground fence. Attendance sheets are taken out of the building with each teacher and a head count is taken immediately. Everyone will remain outside until the emergency is handled by the fire department or the all-clear signal is given by the Director. Parents/guardians will be notified as soon as possible.

### **BLIZZARD**

In the event of a bad storm or blizzard and parents are not able to pick up their children, the staff will house children at the facility until the parent or guardian can pick them up. The Center has enough food to last several days. In an extreme emergency, groceries will be delivered via four-wheel-drive vehicles.

### **FLOODING**

In the event the daycare becomes flooded, for any reason, which would result in the evacuation from the facility, children would be transported by staff vehicles under safe conditions (licensed driver, seat belts for each passenger, and proper number of passengers per vehicle) and housed at the emergency facility. The Director will notify proper authorities. Attendance records and the card file containing names and emergency numbers will accompany the children. Flashlight, radio, diapers, formula and other child necessities will be taken. Staff will remain with children and upon arrival at the emergency facility; parents/guardians will be contacted.

### **INTRUDER WITHIN THE CENTER**

In the event that a person enters the building and appears to be a dangerous, violent, or out of control, the front Center staff will try to direct the person away from the building and not confront the intruder in any way which may cause more anger. Front Center staff will try to find an opportunity to reach the classroom closest to Center, where the emergency can be passed from class to class. A teacher in the other part of the building will call 911 while the Director remains with the intruder. Staff will evacuate the building through the back exits and walk the children a safe distance from the Center until the proper authorities arrive.

The Center will not get in the middle of a family dispute. A court order will be honored, as long as it does not cause danger to other children in the Center.

Police will be contacted in any of the above situations.

### **INTOXICATED PARENT OR VISITOR**

The Center cannot physically remove a child from his/her parent or guardian if they are under the influence. We can try to get the parent/guardian to let us call another person to pick up the child. If the parent/guardian refuses to take our advice, the only option we have is to release the child. The Center will call police and report that an intoxicated parent/guardian just left the Center, give police a name, a description of the vehicle, and license plate number if possible. Visitors will be asked to leave the premises and will not be allowed to pick up a child even with parental permission.

### **LOST, MISSING OR ABDUCTED CHILD**

Should a child become missing, (time is of the essence) one staff member will stay with each classroom while the other staff search the building and ground completely. If the child is not found, the police and the parent/guardian will be called immediately. Additionally, the Center will contact both the school and Bus Barn (628-3486) to see if they know of your child's location. Staff will continue to search the surrounding area. (Individual photos are taken in August to use for identification as needed.)

### **EMERGENCY VEHICLES PRESENT**

If an emergency vehicle is present at the Center, a point person will be available in the office to answer questions and provide information.

### **POWER FAILURE**

In case of power failure, the Center has emergency lights throughout the building and at each exit. Flashlights are located in the kitchen and the Center. Staff will reassure children that the power will come back on shortly and that everything is under control. If the building becomes cool, teachers will put the children's coats on and keep the children busy. The Director will call the proper emergency persons. If necessary, children will be taken to the emergency facility and parents/guardians will be called.

### **BOMB THREAT**

In the unlikely event of a bomb threat being received, the alarm will sound and the building will be evacuated immediately. The children will be taken to the park across the street as far from the building as possible. Attendance sheets, first aid kit, infant and child supplies, and emergency phone numbers will accompany the children. The Director will call 911. Children will remain well away from the building until an all-clear signal is given from the police or fire department. Parents/guardians will be called as soon as possible and be informed of the situation. Evacuation to the emergency location will take place if necessary.

### **CHEMICAL SPILLS**

In the unlikely event of a chemical spill occurring resulting in toxic fumes or explosives, the alarm will sound and the building will be evacuated immediately (to the park across the street). Class attendance records, infant and child supplies, and the emergency binder with emergency numbers will accompany the group. Attendance will be taken as soon as the children exit the building. The Director will call 911. Children and staff will remain at the park while proper authorities evaluate the situation. Children will be transported to the emergency location if necessary until the building is safe to use again. Parents/guardians will be notified immediately of the situation.

### **EARTHQUAKE OR STRUCTURAL DAMAGE DISASTERS**

In the unlikely event of an earthquake, if children are indoors they will be kept indoors and seated on the floor along the inside wall. If the children are outside, they will be moved to a location away from the building and utility wires (the park across the street). Classroom staff will assist any immobile children. In order to ensure that everyone is accounted for, attendance will be taken immediately. Kitchen staff will accompany infants/toddlers and remain with them until the emergency has ceased. Children will be reassured that everything will be okay. The Director will contact appropriate officials and remain with



the children and staff until help comes. The building will only be occupied after it has been inspected by experts and given the all clear. If the building is not safe to re-enter, children will be transported by staff cars under safe conditions (seat belted, licensed driver) to the emergency location. First aid kits, infant and child supplies, the emergency binder (names, addresses, etc.) flashlights and the weather radio will accompany the children.

**Privacy Act Statement: This explains how we will use the information you give us.**

The Richard B. Russell National School Lunch Act requires the information on the IA CACFP child care center parent/ guardian letter. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or if you list a Food Assistance number, or Family Investment Program number, or when you indicate that the adult household member is signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the Child and Adult Care Food Program. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

**Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.**

In accordance with Federal Civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discrimination based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

We strive to provide the best care for your child (ren). Please let us know what we can continue to do so that your child has one of the best memories of their childhood.