

# VIP Kinder College East & South

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Student Handbook

Childcare Home\* and Center

[Vipkindercollegeinc.godaddysites.com](http://Vipkindercollegeinc.godaddysites.com)

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## **Welcome!**

**Thank you for choosing VIP Kinder College! We would like to extend an open invitation to you to drop in often for informal visits. This will give us the opportunity to become acquainted with your entire family and will allow us to provide optimum learning opportunities for your child. Our doors are always open to you. We offer a relaxed and casual, yet intentional, learning setting geared toward the needs and interests of each child and each parent who is a part of our school. We try to take into consideration individual differences and special abilities as well as family cultural patterns.**

**The VIP Kinder College Mission Statement is:** partnering with parents to nourish the natural curiosity in the youngest learners with our hands-on learning environment.

**The learning outcomes at VIP are:**

- **Students will develop positive social skills and appreciation and respect for differences in all people including backgrounds, physical characteristics, developmental level and family groupings.**
- **Students will discover how to work, play, cooperate with others and function in a group beyond their family.**
- **Students will demonstrate they can move confidently and imaginatively with increasing control and coordination and an awareness of space and others.**
- **Students will acquire fine and gross motor, cognitive and creative skills in literacy, language, math, science, art and social studies appropriate for the developmental level. Students will use independence, self-discipline, self-esteem and confidence in decision making.**
- **Parents will be made aware of the developmental milestones for the various age groups and various screening options in our area.**

**Visit us often. We want you to know VIP Family Childcare is a good place because you have been there and have seen it firsthand.**

**We thank you for allowing us to join with you in providing the care, love, and nurturing of your developing child. We look forward with excitement to the school year ahead!**

**Yours most sincerely,**

**Director and Crew**

## **FAMILY CHILD CARE PHILOSOPHY AND GOALS**

We believe that children learn through play, concrete experiences and interactions with the environment, their peers and adults. By the use of individual, small and whole group activities, plus a variety of experiences, we encourage children to develop to their full potential. It is the teacher's role to develop activities and curriculum that:

- Promote the development of independence and self-discipline.
- Encourage and foster the development of self-esteem and confidence.
- Promote the development of fine and gross motor, cognitive and creative skills in literacy, language, math, science, art and social studies.
- Promote the development of a safe and healthy lifestyle through physical activity personal hygiene, safety awareness, and nutrition education.
- Promote the development of positive communication skills
- Promote the development of positive social skills and appreciation and respect for differences in all people including cultural backgrounds, physical characteristics, developmental levels and family groupings.

## **GENERAL INFORMATION**

- **All children must have immunization records on file within their first week of attendance.** They must be replaced with updated records once a year. **Children services will be denied** if we do not have up-to-date immunization records on file within one week of registering your child. Parents can complete a Refusal to Vaccinate form if the family declines vaccinations for the child(ren).
- **We are required** to verify each child's birth date. You must bring your child's original birth certificate (or duly attested transcript of a birth certificate) for us to photocopy.
- Each year we will need a copy of your emergency contact information. These are used in case we need to call you for a particular reason.
- If a teacher is sick or needs the day off for any reason another staffer will substitute in their place.

Groupings are flexible and children intermingle freely throughout the school day according to capabilities, individual interests, needs and differences.

Staff members are certified in CPR and first aid training. All staffers have full FBI Background checks and Drug screening upon employment. Each is required to take training on Child Abuse and Neglect modules and Safe Sleep Practice. They participate in child care training workshops in order to remain alert to the findings of current research and the ever-changing needs of today's families. VIP is a member of both National Association of Education of Young Children (NAEYC) and HighScope.

The Child Care facility is open to all children, regardless of race, nationality, or creed, who may benefit from our type of program. The child must be **at least 6 week to Preschool age.**

All that we expect of the children is that they come to the Child Care with respect for others and to be themselves. What we expect of parents and guardians is that you read the operating procedures in this handbook and in other notes and newsletters we may send you. Feel free to be a part of the school, offering comments, constructive feedback and suggestions, as well as moral and financial support.

We reserve the right to dismiss a disruptive child. If an incident occurs with your child you will be told about the problem verbally. A written warning will be given to you if the problem continues. The next step is dismissal from the Family Child Care. Your child will be allowed to return the following day but after behavioral expectations are reviewed. At the time your child will be on a probationary status. If an incident occurs again, your child will be dismissed from the Family Child Care permanently.

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### **OPEN DOOR POLICY**

VIP Child Care offers an "Open Door" policy. Please feel free to stop by unannounced to observe your child, eat lunch with your child or to just visit the Child Care. We encourage your suggestions, comments, or concerns regarding the care your child receives. If more conference is needed, we can hold them each in the spring and the fall with teacher

and director. We do converse daily and enjoy sharing the success of the moment!

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### **ENROLLMENT**

Enrollment is on a first-come, first-enrolled basis, and is done anytime a spot becomes available. VIP maintains waiting lists and fills spots from that list. The registration form is available upon request from our office. This form can also be found on our website:

<https://vipkindercollegeinc.godaddysites.com/>

In making enrollment decisions, first priority is given to children with siblings currently in our program, regardless of race, religion, gender, creed, national origin, or special needs. When enrolling your child please make us aware of any special needs that your child may have so that we may address these needs appropriately. When enrolling new students, no preference is given to one constituent group over another.

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### **AGES**

**Six weeks old through Preschool Age.**

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### **HOURS OF OPERATION**

Monday –Friday 7:00 a.m. - 5:30 p.m.

VIP closes for the following Holidays:

**Labor Day**

**Veterans Day November 11th**

**Thanksgiving Break (Thursday and Friday)**

**Christmas Break (between Christmas and New Year's, yearly dates will be given)**

**Spring Break (Coincides with Vigo County Schools)**

**Memorial Day**

**Independence Day**

**VIP Kinder College reserves the right to close due to bad weather.**

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### Financial Arrangements

Registration Fee (Non-refundable Deposit)	
Per Child	\$100.00
Families of 2 or more	\$120.00
Weekly Fee (due on Monday Morning before care is provided)	
Per Child	225.00

VIP Family Child Care requires tuition payment in full on Monday mornings. Payments are due before service is provided and any remaining balance will be posted at the facility. Fees can be paid online through your banks bill pay but must be in our mailbox promptly Monday of each week. Tuition can also be paid bi-weekly and monthly based on your preference. Consistent lateness with payments will be cause to withdraw your child from VIP. Accounts reaching a negative balance will have childcare services suspended and a Small Claim filed until the amount due is paid.

You are required to pre-pay for your hours at VIP Family Child Care. Account balances for the week will be available the following Monday in the Office by request. VIP services will be suspended for unpaid balances until the balance is paid in full. Please make checks payable to VIP Kinder College and your child's name is on the check to ensure the correct account is credited. All fees must be paid for the days a child registered to attends. If a child is absent, fees are still due in full. Once payment is made, **NO** refunds are given.

Once enrolled you are responsible for paying for your student's spot. If you do not attend the facility but pay to retain your spot that is your choice and at no time, are you reimbursed for your lack of attendance. We may revoke your admission if you do not use your spot for more than 4 weeks without communication.

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the director and the child's teacher. No

information will be released about a child and the parent/legal guardian during enrolment or transition to another receiving program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in Indiana law or when information is subpoenaed by the court.

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### **AUTHORIZATION TO PICK UP CHILD**

No child will be released to a person not authorized by a parent to pick the child up on the registration form. Any changes must be submitted in writing. Any adult who will pick up the child will be required to show a picture ID and be listed on the child's registration form as authorized to pick up or have prior written authorization. **VIP Family Child Care will not release your child to anyone without prior written authorization or to anyone not listed on the Registration Form.**

### **CUSTODY**

If there is any problem regarding custody of a child, a copy of the court document verifying legal custody must be on file with the Office. VIP will not be placed in the position of arbitrating a child's departure or parents' visitation rights.

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### **MEDICATIONS**

State regulations require a copy of a written order or prescription from your physician before we can administer any prescribed medications to your child. In addition, state law requires that prescription medication be delivered to us in the original container and bear the pharmacy label with your child's name, prescription number, the date it was filled, and instructions for use. Parents must fill out and sign a medicine permission form, either daily or weekly, so the staff can administer the medication. After the medication is no longer required, please make sure it is taken home. Unused and/or expired medicines will be disposed of if they are not taken home within 30 days of last day of attendance.



The children may be given over the counter medication such as pain reliever if given written instructions by parents and stored in original container in the cabinet.

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### **TOILET TRAINED**

A child is potty trained when he or she *knows* when they need to use the restroom and take the responsibility to go on their own. A child that is toilet trained is one that can ask to use the restroom and stays dry during the day.

Regular bathroom breaks and hand washing opportunities are structured throughout VIP's daily schedule.

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### **Field Trips**

For insurance purposes we are not to transport the children on the field trips. We let the families know well in advance to take the time off and transport the children. Any and all options are exhausted to not only make all field trips fun but at a low cost. The opportunities in the Wabash Valley are abundant and ready for our families to take part in.

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### **NUTITION**

Each day we serve a catered, nutritious lunch as well as morning and afternoon snacks in accordance with the Child and Adult Care Food Program (CACFP) guidelines.

Children who arrive before 8 AM are offered a simple breakfast. All children are served a snack at 9:30 AM and at 3:30 PM (or upon waking from nap). Lunch is served at 11:45 AM.

Variations to a child's diet due to allergies or medical reasons will be made with written instructions from the child's physician. Variations to a child's diet due to religious or personal beliefs shall be made with the written statement from the child's parent. For special diets, the Center may request the family to supplement food served by the Center. On occasion, families request to bring foods from home for their child. Campus Children's Center will work collaboratively with families regarding home food with the following guidelines:

- Foods meet the CACFP guidelines
- Foods & beverages are labeled with the child's name and date
- Foods are transported at a safe temperature and stored safely at the center
- A *Safe Transportation* form is signed and in the child's file.
- A note from the child's doctor is provided.

For foods brought from home, we agree to:

- Ensure that food requiring refrigeration stays cold until serving
- Provide supplemental food if necessary.
- While food is not allowed for birthday celebrations, if you are interested in sharing food with the classroom please first talk with the teachers. All food that comes from home for sharing among children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers.

When eating snacks and meals at VIP children are encouraged to taste all foods on their plate. If they do not prefer a certain food, they are not required to eat it. Our desserts are usually fresh fruit or yogurt and are always offered regardless of the amount of food eaten during the meal.

Because some enrolled children have severe allergies, foods from home should not be shared with other children. If a family is planning to do a cooking activity with a classroom, the classroom teachers will purchase the necessary ingredients for the activity.

If your child's eating habits seem to be unusual or abnormal at any time, one of your child's teachers will notify you. If you have a specific nutrition concern regarding your child, please consult with the teacher or Director.

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### **Cleanliness**

- ☐ Universal precautions are trained yearly to keep the teacher's alert.
  - Sanitation and hygiene requirements that include the policy on handwashing are posted in the bathrooms along with the children's procedures;
- ☐ Diaper changing and toilet policies are posted in the diaper changing areas of each classroom

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### **QUIET/REST TIME**

At VIP Child Care, we believe that after a busy morning of high energy interactions in a classroom full of other children, rest is an important and necessary part of the day for every child, whether he/she is 1 year old or 5. Each classroom has a Rest Time that lasts approximately 2 hours. For the first half hour to 45 minutes of this time, children are lying on cots and encouraged to rest. During this time some children fall asleep, others do not. Teachers and rest-time aides are available to rub backs if requested by the child. Gentle music or stories are often played to help encourage a restful environment. After 30 minutes, those children who have not fallen asleep are offered opportunities for books, puzzles, journals, and other quiet activities. Please talk with the classroom teacher regarding your child's sleeping needs, habits, and the classroom's

procedures.

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### **PARTIES AND CELEBRATIONS**

We recognize that birthdays are very special occasions, especially for children, and we will work with you help recognize your child's birthday in a simple, meaningful way. For birthday celebrations we ask that if you wish to bring a treat in to share with the classmates, please give small items such as cookies or the miniature cupcakes. CACFP requires us to provide nutritious snacks and meal so any addition would be extra for the meal time.

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### **YOUR CHILD'S DAY**

As stated in our Philosophy of Education, we structure the day at VIP Child Care in a way that allows the children the opportunity initiate activities related to their interests. A large part of your child's day is spent in free choice time offering them opportunities to learn through their play. Each classroom has a daily schedule posted, as well as curriculum plans that the teachers design according to their observations of the children and children's interests. Items in each classroom are rotated and rearranged monthly to keep student's interest and excitement in their learning.

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### **WHAT TO BRING**

Your child should attend each day dressed to play. A wide variety of activities take place at our center every day. We recommend clothes that allow for freedom of movement and full participation in messy activities. All your child's belongings should be labeled if brought to the center. Please provide the following for your child while at the center:

- At least one seasonal change of clothes
- We recommend safe footwear for children at all times
- Disposable diapers in unopened packages. Teachers will inform you when your child's supply is low.
- In the early stages of toilet learning, plenty of extra underwear!
- Comfort for resting and making the transition to school easier
- Boots mittens, hat, warm coat and snow pants or snowsuit during cold weather. Scarves present a choking hazard and are not recommended for young children.
- Swimwear, hat, water shoes, during warm weather for outdoor water play.

## **WHAT TO LEAVE AT HOME**

We ask that you leave candy, money, food, gum, electronic games, and at home or in the car. Show and tell on Fridays for our Preschoolers is the one opportunity to share these items.

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## **Children with Special Needs**

### **WORKING COLLABORATIVELY WITH FAMILIES OF CHILDREN WITH INDIVIDUAL FAMILY SERVICE PLANS (IFSPs) AND INDIVIDUAL EDUCATION PLANS (IEPs)**

ECES welcomes all children to be a part of our center communities. Children may enroll who have pre-determined disabilities or special learning needs. Additionally, it may be determined that a child has disabilities or special learning needs while in our care. It is our goal to be collaborative team members with children's families and other service providers such as therapists and teachers of record.

- When children enroll with IFSPs or IEPs, one of the child's teachers will be determined to be the primary teacher for communication and follow-through on the child's goals and objectives. The other full-time teacher will still be very much involved in the child's care and education.
- Upon enrollment, the teachers meet with family members and therapists to discuss the goals and objectives for the child and design plans within our philosophy and practice of how the classroom environment can best support the child. It is the ECES preference for therapy to occur within the classroom so that it is happening within the child's natural context and so the teachers develop skills to best support the child. However, we understand that there are times and instances when it is best for a child and therapist to pull out of the classroom (direct one-on-one skill development or assessment).
- Because much of the support that a child receives occurs within the classroom by the teachers, it is important for the teachers to be an integral part of the planning for the child. Both teachers will plan to attend all move-in conferences, case conference meetings, and team meetings (for IEPs and IFSPs when applicable). The teachers are available for meetings and conferences between the hours of 12:30 and 2:30. Each center can offer a space for these meetings.
- To ensure solid communication, a notebook is kept for each child with an IFSP and IEP for all team members to write observations about progress on goals. This notebook is always available for family members to view.
- The service team for the child, including family members, teachers, and therapists will review progress on goals regularly so that, if necessary, adjustments can be made.

- Occasionally methods recommended by therapists or families come into conflict with the Center philosophy and practices. If this occurs, the service team will meet to discuss potential alternatives.
  - When an enrolled child is experiencing challenges that indicate a potential disability or special learning need that has not been identified, the teachers will regularly communicate with the family regarding their observations and if necessary, recommendations for evaluation.
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### **CHILD ABUSE AND NEGLECT**

In accordance with Indiana State Law, the Center is required to report to Child Protective Services any suspicion of child abuse or neglect. Staff have visited <http://www.childwelfare.gov/pubs/usermanuals/educator/index.cfm>.

to examines the roles and responsibilities that all childcare providers have in supporting families and in preventing and responding to allegations of child abuse and neglect, whether in a small family operation or a large child care center. Topics addressed include:

- Recognizing physical abuse, sexual abuse, psychological maltreatment, and neglect;
- Reporting child abuse and neglect;
- Minimizing the risk of maltreatment in child care programs;
- Preventing and responding to child abuse and neglect;
- Responding to allegations of child abuse or neglect perpetrated by child care providers;
- Caring for maltreated children and children at risk for maltreatment;
- Supporting parents.

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### **ASSESSMENT**

Assessing children's progress requires using an objective, systematic procedure, and communicating the results with the children's families, for families (parents) are the children's first teachers. We use authentic assessment that measures the children's growth in a natural setting of their everyday life. The main tools we use are: samples from children's work (ex. drawing) and notes from informal observation and communication with families, and *Indiana Standards to Alternate Reporting Kindergarten Ready (ISTAR-KR)* and Centers for Disease Control and Prevention Milestone Moments *Learn the Signs. Act Early*. ISTAR-KR is developed by Indiana Department of Education and is the measure of accountability for the progress of individual children within the state's assessment system.

We offer conference times with your student's teacher in the Spring and Fall. If you believe at anytime you need additional conference times please call your teacher during office hours and they will make every opportunity to schedule a time that works best for you to go over your concerns.

For more information about our Assessment process, please see your child's teachers or the office to acquire a copy of the VIP Assessment Plan. Once the discussed with family we go over possible plan for correction and advise proper

therapy.

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### **EMERGENCY EVACUATION PLAN**

In the event of an evacuation of the VIP building the staff will evacuate the children and first meet at the **VIP Kinder College sign** by the parent parking lot to account for all teachers and children at our East location and to the staff parking lot at our South location. We will then proceed across the street. A binder with emergency contact information for all the children and staff and a cell phone will be carried by the Director, or in her absence, the person in charge or a member of the Emergency Control Committee. Once the children and teachers arrive at the evacuation location, the Director or person in charge will notify families and instruct them to pick up their child or children.

In the case of a tornado the drill is to head the southeast wall of the basement and the teachers to use themselves cover the children's head and wait for the warning to pass for our East location and into the Boys and Girls restrooms at the South location. The baby house will be evacuated and medication the same in a mobile safe pack 'n play.

In the case of an intruder coming to the facility the staff would be notified and lock all doors and call 911 immediately. If the intruder gets into the building we would evacuate all children to our safe location at Devaney Elementary School where an armed Police Officer is located at all times at our East location and over to Subway for our South location.

In Case of a flood we would call parents when the weather report declares and have child pick up immediately. All Plans are located on the children's classroom bulletin board and each teacher is trained and has a yearly refresher course.

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### **OUTDOOR PLAY**

Regular outdoor play is an important part of your child's growth and development. We follow the guidelines and accreditation criteria established by the National Association for the Education of Young Children (NAEYC). All age groups play outdoors except when the severity of weather or air quality poses a safety hazard.

In cold weather children will remain inside when the wind chill temperature is 25 degrees or below. The length of time spent outside will be gauged by the comfort level of the children. All children should come with appropriate outerwear to protect them in seasonal conditions. Snow pants and boots should be supplied on days when there is snow on the ground or in the forecast. Rain boots should be supplied to allow children the freedom to explore the puddles after a rain.

In extremely hot weather we will continue to go outside unless advised otherwise by the national weather service. Teachers will provide plenty of drinking water. Children should bring hats as well as swimwear and towels for water play. Throughout the summer months and beyond, we will apply sunscreen prior to each time going outside on children of SPF 30 or higher with UVB and UVA protection. This sunscreen is provided by the center unless parents provide an alternative.

If families prefer for their child over the age of 2 months to have insect repellents, staff will apply repellent supplied by the family one time a day. Due to health concerns with DEET supplied by valid research, all insect repellents need to be DEET free. Insect repellents should be lotions, not sprays.

When weather or air quality conditions keep us from going outside, the Center utilizes the preschool classroom for gross motor activity. The preschool classroom has low, soft climbing materials that meet indoor equipment safety standards, space for ease of movement, and materials conducive to gross motor play (balls, whoops, music, etc.) and staffing ratios remain the same as indoors and outdoors. Each classroom has 30 minutes scheduled of gross motor time at least 2x a day where the weather allows.

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### **BEHAVIOR MANAGEMENT**

Encouragement of positive behavior is accomplished through a planned environment, which provides for a variety of activities for the children. Methods of management include reinforcement such as verbal praise, smiles and pleasant attention for appropriate behavior, and positively stated alternatives when a conflict situation occurs. When inappropriate behavior occurs, it is dealt with immediately, as described in our discipline policy. If the child displays repeated inappropriate behavior and shows little progress toward changing the behavior, we may request a parent conference so that we can work together in developing strategies that will meet your child's needs.

### **BITING**

Biting is a behavior that is prevalent with one or two year old children. Because children of this age have very limited language ability, biting can become a way of expressing their feelings. If you have concerns about biting, please talk with your child's teacher. We have methods of dealing with this kind of behavior, and we will confer with parents should this type of behavior manifest itself.

### **DISCIPLINE POLICY**

The health, safety, and emotional well-being of the children at VIP Childcare are our highest priorities. We view discipline as any other skill that must be developed, and we strive to help children learn to play, settle disputes, and interact with others peacefully and non-aggressively.

Inappropriate behaviors in young children usually occur because their needs are not being met. Children have not yet gained the necessary verbal skills to express themselves in a socially acceptable way. Often teachers can address the behavior by determining the function of the child's actions. Appropriate behavior is encouraged through a planned environment that provides a variety of activities from which children may choose and a routine that meets children's basic needs. Conferences with teachers on behavior and performance are held each spring and fall of the school year. We regularly review classroom rules with the children, encourage appropriate behaviors, model conflict resolution skills, and stay alert to situations in the room.

When inappropriate behavior occurs, the teacher conveys to the child that the behavior is unacceptable and helps the child understand why the behavior is unacceptable. The teacher will then state an alternative way for the child to deal with the situation. For example, "The rule in our room is that blocks are used for building. When a block is thrown, it could hit someone and hurt him or her. You can build with the blocks." If the inappropriate behavior continues, the teacher will tell the child the consequences of the behavior. For example, "If you throw blocks, you will have to leave the block center and choose another area to play." Consequences should follow as a natural consequence of the behavior or at least the very least a logical consequence. Teachers are careful to emphasize that it is the behavior that is unacceptable, not the child. Physical punishment such as shaking, hitting, biting, spanking, excessive force or otherwise hurting a child is prohibited at VIP Childcare as well as psychological abuse, coercion, intimidation or humiliation. Center staff never use threats or derogatory remarks and neither withhold nor threaten to withhold food or outdoor time as a form of discipline. These acts are and grounds for immediate termination of staff members. All incidents of suspected child abuse will be reported Child Protective Services as required by law.

When a child is being destructive to materials or harmful to another person, that child is removed from the situation and redirected to another activity. In extreme situations, a child may need to be separated from the group to an individual activity to help her/him gain control. This should not be viewed as "time out."

Teachers observe and record challenging behaviors to identify events, activities, interactions, and other contextual factors that predict challenging behaviors in individual children or groups.



For children with persistent, serious, challenging behavior, teachers, family members and other professionals work as a team to develop and implement strategies to support the child's inclusion and success as well as those of the others in the classroom. Inappropriate behavior that hurts another person will be documented; a copy will be given to the parent/legal guardian and a copy kept in the child's file.

**When a child exhibits a problem behavior on a continual basis that is not resolved through appropriate behavior management strategies, the classroom staff and Center director will begin *Steps for Addressing Problem Behaviors* including meeting with the family, increased communication with family and written documentation of incidents. Further assistance and/or evaluation, through an outside party may be requested with parental consent.**

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### **Safe Sleep Policy**

All child care providers at VIP will follow safe sleep recommendations for infants to reduce the risk of Sudden Infant Death Syndrome (SIDS), other sleep-related infant death, and the spread of contagious diseases:

1. Infants will always be put to sleep on their backs until 1 year of age.
2. Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standards.
3. No toys, mobiles, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.
4. Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult. Infants will not be dressed in more than one extra layer than an adult.
5. If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.
6. The infant's head will remain uncovered for sleep. Bibs and hoods will be removed.
7. Infants will be actively observed by sight and sound.
8. Infants will not be allowed to sleep on a sofa/ couch, chair cushion, bed, pillow, or in a car seat, stroller, swing or bouncy chair. If an infant falls asleep anyplace other than a crib, the infant will be moved to a crib right away.
9. An infant who arrives asleep in a car seat will be moved to a crib.
10. Infants will not share cribs, and cribs will be spaced 3 feet apart.
11. Infants may be offered a pacifier for sleep, if provided by the parent.
12. Pacifiers will not be attached by a string to the infant's clothing and will not be reinserted if they fall out after the infant is asleep.
13. When able to roll back and forth from back to front, the infant will be put to sleep on his back and allowed to assume a preferred sleep position.
14. Our child care program is a smoke-free environment.
15. Our child care program supports breastfeeding.

16. Awake infants will have supervised "Tummy Time".

### **PARENTAL RESPONSIBILITIES**

The following are the responsibility of the parents upon enrolling their child and while the child attends the center:

- Completing all forms for enrollment and registration.
  - Signing your child in and out each day
  - Picking your child up before the center closes, 5:30 is the last pick up and \$1 for every minute late will be charged after that. If at 5:45p.m. If we have not been called we will call Child Protective Services for them to make a visit.
  - Timely payment of fees in accordance with VIP Payment Policies.
  - Informing Center of illnesses, vacations, other absences and late arrivals.
  - Informing teachers of any changes at home that may affect your child.
  - Being considerate of the health of others. Keeping your child home or making alternative care arrangements when your child is not fully well, in accordance with Health Policies.
  - Picking children up immediately if contacted by the Center due to illness or injury.
  - Communicate with the teacher if you student has a Dr. appt or the like and will not be present in the classroom before the 9:30 cut-off.
  - Check and maintain communication via the Remind app or checking in on phone calls to the facility daily.
  - Keeping emergency telephone numbers and other information up to date.
  - Updating immunization records at the Center as necessary.
  - Cleaning out child's cubby every Friday so that the staff can sanitize it.
  - Providing the Center with a change of clothing and with disposable diapers as needed.
  - Notifying the Center if someone other than yourself will be picking up your child.
  - You will pick up your child if they are found with an illness or the facility needs pick-up within 1 hour of communication from teachers. The emergency back up will be exhausted on the authorization list provided in parent contract with provider but ultimately you will make sure to have the pick-up with in an hour possible at all times.
  - Weekly and Daily conversations about your child's progress in class is done but if more time is needed to address and issues we will hold a conference in the spring and the fall to adequately meet the needs of our students.
  - Communicating any changes at home that may affect your child.
  - Keeping your child's fingernails clean and trimmed.
  - If at anytime a parent has a complaint or need to express concern they may take it up with the Director or the State Licensing Consultant for the Area.
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- The following information must be in your students enrollment packet to serve them best:
  1. Names, addresses, and phone numbers of parents or guardians;
  2. Emergency contact information;
  3. Emergency medical treatment authorization/permission form;
  4. Physician's name and phone number;
  5. Allergies;
  6. Authorization release to other than parent/guardian(s);
  7. Immunizations or immunization exemptions;
  8. Developmental history;
  9. Health status, which includes results of health exam and screening indicating typical or atypical results and any necessary follow-up documented;
  10. Instructions for any special needs or chronic illness;
  11. Progress report;
  12. Parent/guardian(s) conference reports;

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### **DROPPING OFF AND PICKING UP CHILDREN**

Your child's safety is a major concern, and our drop-off and pick-up procedures are designed with this in mind. You will need to deliver your child to his/her classroom each day before 9:30 a.m. If someone else will be picking up your child you will be asked to fill out a form Authorization to Pick-Up form which is available at the Office. Let the person picking up your child know that he/she will need to bring photo identification. We will not release your child to anyone without prior written authorization or to anyone not listed on the Emergency Form. For safety reasons, please do not send older siblings to pick up and sign out your child. We will not release your child to an older sibling unless he/she is 18 years of age or older and we have your written permission. A child should never be dropped off in front of the building, left at the front door, or in the parking lot to find his or her own way into the Center. A child must never be left unattended in the Center for any reason. Please make contact with an adult before you leave your child in their classroom. At the beginning of the day, take time to help your child put his or her belongings away and assimilate into the group. This is an important transition time for the child, and helps develop a routine and trust. Don't start your child's day off by rushing out of the Center without saying goodbye in an attempt to avoid tears. If your child needs help separating from

you, the staff is trained and willing to assist. At the end of the day, please be sure that the teacher or staff member in the classroom knows you are taking your child out of the classroom or from the playground. The staff does routine headcounts to ensure the whereabouts of all the children. If you take your child and the teacher is not aware of it, then it leads to a search for a “missing” child who is not actually missing. The safety of the children in our facility is one of our main concerns. If a parent or other adult comes to pick up the child and this person appears to be under the influence of drugs or alcohol, we will suggest to you that we can call a cab to ensure that both the adult and the child arrive safely at their destination. Or, if the person refuses the offer of a cab and leaves the Center with the child, the police will be contacted and notified of a possible impaired driver. Also, in the interest of safety; children are not to run in the building and are expected to be with their parent when dropping off or picking up. Please do not play “chase or hide and seek” with your child at these times. We ask that you hold your child’s hand to keep them from running inside the building.

### **PROGRAM EVALUATIONS**

VIP utilizes the NECPA family survey every spring for an annual evaluation tool. This survey evaluates the program quality in the following areas: Relationships, Curriculum, Teachers, Assessment of Child Progress, Health, Families, Community Relationships, Physical Environment, and Leadership & Management including policies and procedures. The center takes the results of this evaluation to develop goals and objectives for the following year. Professional development opportunities for the teaching staff are also guided by the results of the annual evaluation. Families receive results of the evaluation and the Center plan of action after the survey has been completed.

Exit Surveys are also provided to families whose children are leaving the program so that the Center can gather information about possible improvement.

### **Health Policy**

Exclusion Policy for Sick Children and Center Staff - When a child or staff member is known to have a communicable illness as outlined below, the child or staff member will be excluded from attendance at the Center for such time as is prescribed by the Center's consulting physician. Any child or staff member who becomes ill while at the Center will be sent home as soon as possible. III

children will be cared for in the Center office by the Director or Program Assistant until a parent/guardian can come pick him/her up.

Exclusion Policy for Under-immunized Children Because of a Medical Condition or Religious Beliefs – Because children who may be under-immunized are those at highest risk for illness of which they are not immunized, the center will exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program. The child may return after all risk of exposure is eliminated as per consultation with the CCC consulting physician, health care consultant and if necessary the child's physician.

Symptoms That Indicate the Need for Exclusion – The following symptoms and illnesses indicate the need for a child or staff member to be excluded from the program temporarily.

1. The presence of a fever of 100 degrees or above taken under the arm. (the lack of fever does not necessarily mean the child is well enough to attend).
2. Vomiting within the last 24 hours.
3. Diarrhea within the last 24 hours.
4. Persistent cough and/or sore, reddened throat.
5. Red, weeping eye(s) indicating potential conjunctivitis.
6. Unexplained skin eruptions or rash that is resulting in discomfort.
7. Extreme fatigue and/or malaise.
8. The presence of head lice and/or nits.

**In order for a child or staff member to be readmitted to the program, any symptoms listed above must be gone for at least 24 hours, without the aid of over the counter medication. Medication for bacterial illnesses should be administered for at least 24 hours before re-admittance.**

Control Measures – The Center will make every effort to control the spread of communicable illness among the children and has established health policies and precautions directed to this end. Whenever exposure to illness has occurred in the Center, prompt notice will be given to all parents and staff members. The Center's physician will be consulted and the ensuing instructions followed with respect to control measures. Such measures will include the disinfection of toilet facilities, furnishings, toys, or other articles that have been used by a child diagnosed as having a communicable illness and the effective disinfection and disposal of bodily discharges containing infectious materials.

No other person will be allowed to use the facilities or articles mentioned above until they have been disinfected or it has been established that the child does not have a communicable illness.

### **Toxic Material**

All material is up high and removed from availability in each classroom or locked behind cabinet or closet doors.

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### **TERMINATION POLICY**

The Center may terminate your child's enrollment under the following circumstances:

1. Non-payment for child care services and/or lack of adherence to tuition payment policies.
2. Parents falsify information on enrollment forms or otherwise knowingly falsify information.
3. Parents do not agree or do not follow and comply with the policies set forth in this Handbook.
4. Lack of parental cooperation with the Center's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences.
5. Inappropriate or abusive behavior and/or verbal abuse or threats by parents, relatives, guardians or other parties toward the Center staff, other parents or children.
6. Inability of parents to deal in a professional manner with Center personnel or other parents and children at the center.
7. The continued enrollment of the child poses a risk to the health and/or safety of other children, parents or center staff members or continued enrollment of the child constitutes an undue burden on the Center's resources.