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Cedar County Coordinated Child Care is a non-profit, non-discriminatory child-care facility, providing care for children ranging in age from 6 weeks to 12 years. We work with families to provide quality care for all children. Through educational and developmental programs, Cedar County Coordinated Child Care Inc. provides children with the opportunity to grow physically, socially, emotionally, and intellectually. Our center firmly believes that child-care is a supplement, not a substitute, to the primary care provided by the family unit. Applications for enrollment are acted upon without regards to sex, race, religion, color, national origin or handicaps. Cedar County Coordinated Child Care, Inc. offers children a developmentally appropriate curriculum consisting of both quiet and active play. We continually strive to make our center a fun, relaxing, and educational environment for children. Parents have unlimited access to their children during program hours and are encouraged to visit at any time. Cedar County Coordinated Child Care, Inc. also has an open door policy whereas parents can voice their concerns regarding their child-care.

We are committed to providing access in compliance with the Americans with Disabilities Act. Our policy is to provide, whenever possible, arrangements that enable anyone to receive information in a format that they can clearly understand. Please speak to the director if you are in need of accommodation.

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GOVERNANCE

Cedar County Coordinated Child-Care, Inc. (CCCCC, INC., Inc) is governed by a board of directors (Cedar County Coordinated Child Care Executive Committee – CCCCC, INC., Inc.), which is comprised of parents of children currently or previously enrolled in either Sycamore Learning Center or Tiger Club. All parents, staff members, and other interested community members are encouraged to attend monthly meetings, which are held on the third Tuesday of every month. Any questions regarding policies of the child-care center should be brought to the Director. (See Grievance, pg. 11)

TIGER CLUB

Tiger Club is a licensed, preschool, before and after school program and all-day summer program for children ages 3-12 years and has served the Tipton area since 1992. The program is located in the Tiger Club building next to Sycamore Learning Center.

SYCAMORE LEARNING CENTER

Sycamore Learning Center is a licensed childcare program that cares for children ages 6 weeks to 3 years. Sycamore Learning Center has served the area since 1977.

LICENSING

The Centers are licensed yearly by the Iowa Department of Human Services. The center is inspected by the Health Department to ensure that it meets state requirements. We are licensed for 135 children. The staff/child ratios are maintained as follows

Infants	1:4	up to 16 children with 4 staff
Toddler	1:4	up to 8 children with 2 staff
2-year olds	1:7	up to 14 children with 2 staff
3-year olds	1:10	up to 20 children with 3 staff
4 year olds	1:12	up to 12 children with 1 staff
5-12 year olds	1:15	up to 30 children with 2 staff in each room.

STAFF

CCCCC, INC. has a qualified, experienced, and educated staff. All employees must meet requirements specified by the State of Iowa, including health requirements, Mandatory Child Abuse Reporting, First Aid, Universal precautions, CPR, and 6 to 10 hours of annual continuing education. In addition, administrative staff must have a college degree, administrative experience, and previous child care experience.

ADMISSIONS/WAITLIST

CCCCC, INC. requires the following information for each child prior to enrolling a record of a physical exam completed within the last year and an up-to-date immunization card. Please note that it is required that any child enrolled in child care must have a Varicella shot by 18 months. A signed contract between the child's parent(s)/guardian(s) and the Center, along with the required enrollment forms. Parents are asked to write the approximate hours that their child will attend CCCCC, INC. on the Parent Contract. This is to ensure that the Center is staffed according to the State of Iowa required staff/child ratio. The child's folder must include, but is not limited to the following forms an immunization card, physical, emergency consent, field trip permission, sunscreen, infant sleep, and pick-up consent. The center participates in CACFP, which requires parents each year to report personal information. This form must be distributed to all families. If it applies to you, please fill out the form in its entirety. If not, you must write N/A and return it with the other required forms. This information will be kept confidential and only shared with the CACFP Consultant. You will be asked to update the folder information annually as required by State law.

Requirements will be gone over at your family's center orientation. You will be given a tour of the facility as well as introductions to all staff. We will go over this handbook and any questions you may have at this time.

Admittance to the Center will be determined by a compiled list of all children of parents that have submitted interest in enrolling at Cedar County Coordinated Child Care, Inc. Waitlist entry requires the child's name, birthdate and parents name and contact information. This information is added to our waitlist on our childcare management application. Children with siblings already enrolled in our center will be moved to the top of the waitlist. Previously enrolled children in good financial standing will have priority over newly interested families. Those children first on the list will be the first to enter the Center when an opening becomes available. If your child is on the waiting list and an opening becomes available, we will hold the spot for you after you have paid a non-refundable \$10 registration fee per child and a non-refundable \$80 holding fee per family. When the child(ren) starts attending the center, the \$80.00 will go towards the first week's tuition. If you decide that the start date for your child(ren) is different than agreed upon, you will be required to pay the normal weekly tuition rate to hold the spot, or your child will have to go back on the waiting list and will no longer be guaranteed a spot. Your non-refundable registration and holding fees will be forfeited.

If the Center is at its licensed capacity and a full-time child would like to be enrolled, it is the Center's policy that the Director will ask the parent(s) of each part-time attending child to volunteer to be "bumped" for the necessary amount of time. If there were no volunteers, the first to be bumped would be the last part-time family unit to enter the program. However, this family unit in cooperation with the center has the option of changing from part-time to full-time status or removing the child from the program before a new full-time child is allowed to enter.

CHILD CARE MANAGEMENT SYSTEM

Cedar County Coordinated Child Care, INC uses the childcare management application, Brightwheel, to manage paperwork and communication with enrolled families. This application can be used for parents to message teachers as well as administration. Teachers may also message parents as needed. The "feed" for each child will show children's naps, meals, activities, etc. Parents will use the application to sign their child/children in and out of the center at the point of entry to their child's classroom. Families can access the classroom lesson plans, menus and documents from the application. Billing is done on this application. Families can manage tuition and may make payments via the application.

HANDWASHING

In an effort to keep germs out of both of our centers, we require all parents to wash their hands along with their child(ren)'s hands daily upon arriving. It is also a good idea to wash again when departing.

CONTRACTS

All families are required to sign a year contract at the time of enrollment. All fees will be charged to your account accordingly once the contract is signed.

If at any time you wish to withdraw your child for a period of time you need to let the director know. You will be placed on a list and if the director can find a temporary replacement for your spot, your account will not be charged the normal tuition fees. If the director is unable to fill your spot with a temporary family, your account will be charged or you can forfeit your spot and you will be placed on our waiting list. You will be contacted when an opening becomes available.

If a temporary spot becomes available and is accepted by a family on the waiting list, that family will be moved to the top of the waiting list when the spot is no longer available.

FEES

Weekly fees are determined by the number of children per family, as well as the number of days each child attends Cedar County Coordinated Child Care, Inc. Fees are due on the Friday prior to the week in which the child will be attending the Center. If your tuition payment is not received by 5:30pm Monday evening your payment will be considered late and a \$5.00 fee will be added per day that the payment goes uncollected. If your payment goes uncollected for (5) days you

will be asked to withdraw your child from the program until tuition is made current. When your tuition is current you may enroll your child back into the program as openings are available.

A \$35.00 fee will be charged for a returned check and the Center then has the option to refuse any further checks from that account.

Cedar County Coordinated Child Care reserves the right to increase its fees as it deems necessary to operate the center.

Tiger Club will have a yearly activity fee. This will be set at the beginning of the summer for Tiger club and the beginning of the Preschool year for the Busy Bees Preschool. This fee will be based on activities planned for the program. Busy bees will also have a fee for a preschool cap, gown and tassel in May that is not included in the activity fee.

Current Tuition Rates

Weekly Tuition Rates Effective August 26, 2025

	Weekly	
Infants up to age two	\$225.00	
2 years of age	\$220.00	
Daily Drop-in Rate	\$50.00	
Preschool Only	\$80.00	
3 years of age	\$215.00	
4 years of age	\$210.00	
	Weekly School Year	Summer/No School Weeks
Pre-K Wraparound	\$175.00	\$210
Kindergarten-Age12	\$110.00	\$170
Part Time Summer		\$100 (no more than 5 hours/day)
	School Year	
Daily Drop-in Rate	\$50.00	\$50
Summer Activity Fee	\$100 onetime annual fee	

No school weeks include anytime school is not in session including but not limited to Spring Break, Summer Break, Thanksgiving Break, Christmas Break and any other unforeseen no school weeks.

Child Care Assistance

We accept childcare assistance when slots are available. Children enrolled in childcare assistance will pay a copay if the state assigns them one, per block of care provided. Each week consists of ten blocks. The state will pay for 4 absent days or 8 absent blocks per month. If your child is absent beyond the allowable blocks, you will be required to pay the difference.

FAMILY DISCOUNT

A \$5 weekly discount is given to full time (5 days a week), full pay clients who have more than one child enrolled either at Sycamore Learning Center or Tiger Club. For example, if you have 2 children enrolled, you would pay full price for the youngest child and the oldest child's tuition would be discounted. If you have more than two children enrolled, the additional children would also receive the same discount.

If you have children enrolled in CCCCC, INC. and become pregnant and wish to bring your infant to the center, you need to make the director aware immediately. You will be placed on the top of the waiting list behind any other current family that are expecting and the director will keep you informed as to when the next opening is anticipated. If a spot becomes available before you are ready for one, you may decline the spot and remain on the waiting list until the next available spot opens. If you would like us to hold the spot for you, you would need to pay the regular tuition fees. CCCCC, INC. does not hold openings unless the normal weekly tuition fee is paid.

UPDATING ENROLLMENT PAPERWORK

An annual \$10.00 registration fee will be due per child at the time Enrollment paperwork is updated.

The On-site Coordinator will give all families at least a one-month notice of expiring physicals. At that time, it is the parent's responsibility to schedule an appointment for their child to receive a physical exam. DHS does not allow the center to enroll children with expired physicals. If you are unable to get your child scheduled for a physical exam on or before the date that your form is due, we will ask that you withdraw your child until the required information is brought current. Documentation of a valid Certificate of Immunization Exemption (Religious or Medical) or Provisional Certificate of Immunization may be submitted in lieu of a Certificate of Immunization.

TIGER CLUB SUMMER PROGRAM

Tiger Club children will be utilizing the public pool during the summer. The on-site coordinator will send out a calendar of events for the summer that will list what days are planned for swimming. The fees for this are included in the summer fee.

The Tiger Club summer contract runs from the Monday following the last day of school in the spring until the Friday prior to the start of the school year. Full-time year-round enrolled children will be able to attend any days that fall between the last and first day of school annually that are not included in the specific summer contract.

NON-CENTER ACTIVITIES

If your child is leaving the care of CCCCC, INC., Inc. to participate in another activity (such as piano lessons or Girl Scouts, Boy Scouts, dance, etc.), a Non-Center Activity Permission form must be on file for your child giving written permission for your child to leave the care of CCCCC, INC. staff and be under the care of other persons not associated with CCCCC, INC., Inc. If you have not filled out a Non-Center Activity Permission form, you must send written permission to staff explaining the date and time your child is to leave, who the child is given permission to leave with, and for what activity the child is leaving. The permission slip must be signed and dated.

DROP-OFF AND PICK-UP

It is our policy, as well as Iowa law, that children are safely restrained when being transported in a vehicle. We require children arriving at and leaving from the program to be safely restrained. We will not be held liable for your child(ren) if you do not follow the Iowa seatbelt restraining law. It is our duty to notify local law enforcement if it is observed that children are not restrained when on CCCCC, INC. property.

The Department of Human Services does not want our center to allow children to be left unattended in your vehicle during drop off and pick-up times.

We require all parents to turn their vehicles off at drop off and pick-up times.

No child under the age of 12 shall be left unattended on Sycamore Learning Center or Tiger Club premises (either in the vehicle or outside the vehicle). All children enrolled at either Sycamore Learning Center or Tiger

Club must be accompanied by an adult (at least 18 years of age) at all times. In the event that children are left unattended (either inside a vehicle or out) it is our (staff members of Sycamore Learning Center & Tiger Club) obligation as Mandatory Reporters of Child Abuse, to make a report to the Department of Human Services if we witness children being left unattended. It is the department's duty to determine if they will accept the situation for assessment or decline it.

SIGN-IN/SIGN-OUT

Parents are expected to bring their child(ren) into the center and child(ren)'s classroom/s and sign the child(ren) in on the childcare management application, by doing so they are acknowledging the drop off time that is registered in the Brightwheel app. Everyone picking up or dropping off has their own unique pin number. Their pin is their signature. Parents must ensure that the child's/children's hands are washed and see that the child is under supervision before leaving the premises. When picking up your child(ren), you are expected to re-enter the building, go to your child's classroom, and sign your child(ren) out. Your pin is your signature acknowledge the child is now back in parent/ guardian care. The management application records the time the child is picked up. It is important that this is done for two reasons to verify attendance for CACFP; and in the event of an emergency, the childcare management system serves as a roster of children in attendance. Please be sure to check your child's personal files daily. Children may not enter or leave the Center unless accompanied by an adult (an individual at least 18 years of age).

If your child is not present within an hour of their normal drop-off time, we will call to check in with you to make sure that your child is safe

ABSENCE

If your child is going to be absent from CCCCC, INC., Inc. for any reason it is your duty to inform the center. All staff are required to call families when they are not here by their "normal" arrival time. If your child is out with an illness please be sure to let the staff know what the symptoms or diagnosis is so that we can post this information and keep an eye out for other children displaying the same symptoms.

VISITORS

A variety of visitors enter our building each day. All visitors must remain in the entryway until a cause has been given for their visit. If they need to see the director, they shall be escorted to the office. NO visitors are to be left unattended. It is important for all employees to always give a warm, welcoming, and professional impression always. To ensure a safe environment for the children, employees should notice that all visitors have been directed to where they need to be. Suspicious people or activities should immediately be brought to the attention of the Director or On-Site Coordinator. A record of visitors to the center will be kept with the reason they are visiting, time in and time out of visit, and their contact information and the visitor's signature

DAILY PROGRAMS

Children are divided into the following age groups

Infants	6 weeks to 18 months (may vary according to developmental readiness)
Explorers	12 to 24 months (may vary according to developmental readiness)
Busy Bees	2 and 3 year-olds
Bengal Cubs	4 to 5 year-olds
Bali Tigers	5 to 12 year-olds

However, these groups may vary depending on the child's development and maturation.

Themes and goals are prepared in weekly lesson plans by the staff. Activities are planned to meet the needs and interests of the children. Learning areas that are utilized daily include math, social studies, science, large and small motor development, dramatic play, music, and the manipulative area. Story and/or group times are conducted daily.

A daily written report will be provided to the parents of the infants and toddlers at the end of each day. This report will include the amount of time the child slept, the time and amount of food consumed and the time of diaper changes, including irregularities in bowel movements.

INFANT ROOM

NO Shoes are to be worn in the infant room. You may notice that staff are wearing shoes. They have purchased them specifically to be worn in the baby room, only. They are not outside shoes.

DHS regulations state that no children over the age of 2 are to be in the infant room. We ask that if you have older children that you drop them off first then come to the infant room and drop off your infant. At pick-up we ask that the opposite happen and you pick-up your infant first and then your older child(ren). Do not leave older children unattended in the hall while dropping off or picking up your infant.

Parents are required to take their shoes off and bring the children into the infant room, sign them in, take them out of the car seats (if applicable), wash the child's hands, and settle them in for the morning.

Our center does not use infant swings. We do not allow the use of blankets or stuffed animals in the children's cribs. In order to help create a smooth transition from home to the center we request that you get your child in the habit of sleeping in their crib.

For infants that are still bottle fed, we ask that you write on their daily paper when they were fed last and how much. This helps the infant room staff with when the next feeding is to be expected.

For breast fed infants you are asked to bring breast milk in prepared bottles from home. Please label them with your child's name and the date that it was prepared. All breast milk must be in bottles in the number of ounces you would like your infant to receive. Please bring the number of bottles your child will need throughout the day in a labeled bottle cooler/insulated bag. These bottles will be returned to the bottle cooler after the feeding and sent home nightly so you can discard of any milk your child does not consume as you wish. We are able to store a few bags of extra breast milk in labeled bags with your child's name and date it was prepared in the freezer in case an emergency arises.

Staff members are not allowed to place children in their car seats for departure. This is to be taken care of by the parent. Children cannot be left to sleep in their car seat; they need to be placed in their cribs on their backs.

Safe Sleep is a must. Children are placed on their backs to sleep in a crib with a firm mattress with a tight-fitting sheet, free from blankets or toys. No more than one child will be placed in a crib for sleep. There shall be nothing else placed in the crib. Children shall not be swaddles but sleep sacks are permitted. All infant parents are required to sign our safe sleep policy prior to care. The only way a child may be positioned differently will be with a physician's signed waiver.

If an infant falls to sleep in another area of the room, they will immediately be moved to a crib. Staff will do regular checks on the children in cribs sleeping and will maintain visual supervision for the duration of nap time. Items needed 4 bottles for formula fed infants, disposable diapers, disposable wipes, 2 changes of clothing and a backpack. These items should be labeled with the child's name.

The center offers Member's Mark formula. It is your option to accept or deny using center provided formula for your infant. If you choose to use another type of formula you need to provide it. If you are breastfeeding we require the milk to be in the bottle labeled with the child's name, date and ounces. We have space for frozen breast milk to keep on hand. We will accommodate any parent who wishes to breast feed their infant here at the center. Starting at eight months of age, we provide iron fortified rice/oatmeal cereal for children up to 12 months of age.

We are required to boil all water for bottle use. Parents providing food for their infant need to bring single ingredient infant cereal (ex rice, oatmeal), single ingredient baby food (turkey, peas, carrots, pears etc.), as they are developmentally ready for them.

SAFE SLEEP

Safe Sleep is a must. All children under 12 months of age are placed on their backs to sleep in a crib with a firm mattress with a tight-fitting sheet, free from blankets or toys. The only way a child may be positioned differently will be with a waiver signed by the infant's primary care physician. These waivers must be dated, have an expiration date and will be kept for the duration of the time in the infant room in the child's file. If an infant arrives at care asleep or falls asleep at any other time they will be moved immediately to a crib. No more than one child will be placed in a crib for sleep. There shall be nothing else placed in the crib. A pacifier without any attachment may be used with the parents' permission. Children shall not be swaddled but sleep sacks are permitted. Infants are laid down to rest free of any extra clothing items such as bibs or hoodies. If an infant falls to sleep in another area of the room, they will immediately be moved to a crib. Infants who can roll from back to stomach and back being allowed to remain in the sleep position they assume after first being placed on their back to sleep. All infant parents are required to sign our safe sleep policy prior to care. This policy is published in our parent and staff handbooks and gone over during both staff and new parent orientation. Infants are checked by staff throughout sleep to assure that they are safely sleeping. Staff maintain visual and auditory contact with each infant by maintaining constant supervision in the crib area. Staff rotates through the crib area to check each resting infant multiple times during sleep. They monitor to make sure that infants are cool and comfortable and not overheating. Rooms are kept between 70-72 degrees Fahrenheit with the use of a heating and central air conditioning system. Cribs are wiped down and mattresses cleaned with soap and water and sprayed with Purell Safe Sanitizer as recommended by HHS weekly or whenever soiled. Bedding is washed at a minimum of once per week. Each crib will be labeled with the child's name, a manufacturer data sheet, and a safe sleep form. The safe sleep form should be signed by the parents, teacher and Director. Signage stating, "I'm growing up and can roll over from front to back...I start out sleeping on my back but like to roll over to my tummy" will be placed on cribs where children have the ability to roll over.

CLOTHING AND SUPPLY REQUIREMENTS

Parents are asked to bring diapers and wipes (if needed), a complete change of clothing, and a non-drawstring backpack. These items should be labeled with the child's name.

We offer children several options of play throughout the day, including age appropriate messy activities (paint, glue, scissors etc.). We require parents to dress their children in clothing that is ready for play and are not responsible for stained or torn items.

Children will be taken outdoors on a daily basis, as required by law. Exceptions may be made for intense heat, cold, or inclement weather. Parents are to provide adequate outdoor wear for the weather conditions, including sunscreen if so desired. During the summer, a bathing suit, towel, and a bottle of sunscreen are necessary. Boots, hats and mittens should be sent during the winter months. Snow pants or extra pants and winter coats are also necessary. All children are expected to take part in outdoor activities. All items of your children's clothing need to be labeled with their name on them. The center is not responsible for lost or misplaced items.

STRANGULATION PREVENTION

Strings and cords (such as those that are parts of toys and those found on window coverings) long enough to encircle a child's neck shall not be accessible to children in childcare. Any dramatic play items such as purses, bags and aprons should have any straps removed or shortened. Ties, scarves, and necklaces shall not be used for children under age three. Pacifiers cannot have anything, ribbons, strings, etc. attached to them. Pacifiers are only used free from any tethering. To prevent strangulation in our centers we cannot allow bags with drawstring cords. For your child's safety please refrain from sending young children to childcare with clothing with cords

or strings hanging from them, for example hooded shirts with long strings are not safe for young children. Please remove any hood strings from children's clothing. Staff or children will not use lanyards or wear any long jewelry that could potentially strangle a child. All window coverings have tension or tie down devices to prevent strangulation.

DEVELOPMENTAL SCREENING

Child development is important to us. Milestone Matters record books are kept and updated for each child in our early childhood program. These booklets are passed from classroom to classroom to best meet the needs of your child. This tool will be used within the first 60 days of enrollment and will continue to be used throughout your child's time in our centers. These tools will be used to identify milestone achievements and any additional need for intervention. Screenings are done and milestones are reviewed on the Milestones Matters sheets provided by the CDC before spring and fall conferences and updated with your child's most recent development. Copies of these documents are provided to each family as well as kept in our records.

Additionally, we offer ASQ screenings through Unity Point Health. These are optional but can be extremely beneficial in meeting your child's needs. If you would like your child to be screened, we will provide you with a brochure and permission form.

MEALS AND NUTRITION

CCCCC, INC. participates in the Child Adult Care Food Program (CACFP) and provides children with a nutritional breakfast, lunch, and afternoon snack. Meals served at the Center are comprised of foods from all the basic food groups. Menus will be posted and sent home with children monthly. Children are encouraged to try all menu items. However, no child is forced to eat. Please do not send additional food with your child. Parents should notify the staff of any foods a child cannot eat. In the case of an allergy, a note from the child's physician documenting the child's food allergy must be on file at the center. If medically necessary additional supplements may be brought in with a doctor's order and complete diet modification form. Any food items that are brought into the center must be healthy choices that follow the CACFP guidelines.

Only children enrolled in our Tiger Club School Aged program are allowed to bring in their own lunch if the child chooses. Lunches may be brought in the Tiger Club room only. These food items will be allowed to be eaten at lunch only. We encourage parents that choose to pack a sack lunch to allow children to bring healthy food alternatives. Sack lunches should be labeled with the child's name and include ice packs to keep food at proper temperatures for safe food service.

The CACFP requires sack lunches to meet the minimum requirements we must serve to children. Here are the minimum requirements for school aged meals:

8 oz. of milk

2 oz of meat/meat alternate

½ cup of fruit

½ cup of vegetable

1oz. Whole grain (A slice of bread, one package of whole grain crackers, etc.)

Snack Requirements

8 oz milk

2 oz meat

¾ cup fruit or Vegetable

1 ounce of grain

The CACFP requires us to supplement your child’s lunch with missing components so your child will also be offered any items we serve.

Meals will be served daily at the following times:

Breakfast 8:00AM-8:30AM

Lunch 11:30AM–12:00PM

Afternoon Snack 3:00PM–3:30PM

Any snacks that are brought into the center must be healthy choices that follow the CACFP guidelines. Parents may bring treats for a child’s birthday but should not feel obligated to do so. The child’s teacher should be notified in advance if you are planning to bring treats. These items need to be prepacked and must include nutrition information. Ideas for healthy birthday treats for children include.

Fresh Fruit	Cereal Mix	Vegetables & Dip	Crackers	
Cottage Cheese	Yogurt	Cheese and Crackers	Jell-O	□

CACFP Household Contact Policy

If we identify records on reviews that lead us to question the validity of records or accuracy of claims we will contact the parents to verify the information.

Below are circumstances under which households will be contacted

- When Iowa Eligibility Applications appear to have information that is not authentic (was not submitted by the household) and perhaps completed or altered by sponsored center personnel.
- A combination of any three of the following factors when identified on a monitoring review:
 - Parents do not generally sign children in and out.
 - The average daily attendance (ADA)* during the previous month is significantly higher compared to the number of children observed in attendance the day of the review.
 - There is a discrepancy identified when conducting the five-day reconciliation comparing attendance, enrollments and meals counts for five days during a review.
 - Inaccurate recording of meal participation and/or failure to record meal participation at mealtime.
 - Meal participation records are not up-to-date (i.e., not recorded for the last meal served).
- We may conduct household contacts for any reason we believe is necessary to verify the accuracy of CACFP claim information submitted by a sponsored center.
- Household contacts will be conducted within 60 days of discovering the factors that triggered it.
- Households may be contacted over the phone or in writing.
- The investigation will include the names of children, dates, meals, or questionable information. The scope may be expanded at our discretion.

Follow-Up Procedures

- If meals were claimed for children not in attendance or not enrolled, those meals will not be included in the claim for reimbursement.
- If the claim has already been submitted a revised claim excluding the unsubstantiated meals will be submitted.

- If children were claimed for reimbursement at an incorrect benefit level (free, reduced or paid) based on false income information, revised claims will be submitted back to first of the month when the invalid information was applied. The information will also be corrected for the current month forward.
- If information is verified as correct, no further action will be taken.
- The outcome of all household contacts will be documented in writing.

HOURS AND HOLIDAYS

Cedar County Coordinated Child Care, Inc. will be open Monday through Friday, from 630 a.m. until 600p.m. A fee of \$1.00 per minute will be assessed for each minute the child arrives before 630 a.m. or remains after 600 p.m. according to the clock located above the sign-in sheet in the Center. This fee will be given directly to the staff member(s) who cared for your child outside of regular business hours. Sycamore Learning Center reserves the right to dismiss any family whose child(ren) are continually dropped off early and/or picked up late. If the staff member(s) are not paid by the parent, the Director will be notified by staff member(s) and a bill will be sent to the parent(s).

The following holidays will be observed holidays by CCCCC (the center will not be open):

- New Year's Day (or observed)
- President's Day (Teacher Inservice Day)
- Memorial Day
- Independence Day (or observed)
- Labor Day
- Thanksgiving
- The Day after Thanksgiving
- Christmas Eve
- Christmas Day (or observed)

We will now be open all day on New Year's Eve. These holiday closures will be noted on the monthly calendar for the center.

Due to unforeseen circumstances, the Center may be closed at the discretion of the Board of Directors. A full week's tuition will be charged during weeks with a holiday or unforeseen circumstances.

If the center will be closed, or closing early on a specified day, ample notice will be given to parents by posting a sign near the sign-in sheet and/or sending notes home with the child(ren).

Announcements of any closing of the Center due to weather (or in some instances of unforeseen circumstances) will be made over WMT Radio (96.5 FM, AM 600) and TV (KGAN Channel 2) stations in Cedar Rapids.

UNAUTHORIZED ACCESS

Our center has a coded lock on both inside doors. The outside side doors remain locked during business hours. Unauthorized individuals are not allowed in the center. Those who do not know our code must ring the door bell and a staff member will assist them in determining if they have authorized access to enter. If someone other than parents come to pick up a child(ren) they will be asked to check in with a staff member and display a photo ID prior to leaving with a child. We also require that parents write a note or phone us with the names of the person(s) that will be picking up a child(ren). No one will be allowed to leave with any child who has not been given parental permission.

We are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people who are at the facility.

The only people who have "Unrestricted Access" in our center are staff members, substitutes, or volunteers who have had record checks and approval to be involved with child care. All other individuals entering our center will have "Restricted Access". Individuals with "Restricted Access" (parents & guardians) are not allowed to have contact with a child alone or be directly responsible for child care for any other child than their own. All other "restricted access" individuals will be asked to remain in the hallway unless office staff are available to assist them to the office area. All staff will monitor this property for any unauthorized individuals. They will also supervise parents and guardians present on our property. If

center staff have any issues while supervising and monitoring said individuals, they will get children to a safe area and contact the director or authorities as needed.

Tobacco-Free/Nicotine-Free Policy

At no time will any staff, parents or visitors engage in smoking, vaping, nicotine, snuff, snus, chewing tobacco, or electronic cigarettes in the program or on the properties or while in your vehicle on the property. Clothing worn in the center must be free from the smell of smoke. Persons failing to adhere to this policy will be asked to extinguish their smoking materials, dispose of any tobacco/nicotine products and leave the premises immediately. We do not provide transportation to and from our center, but if this were to occur for any reason vehicles used to transport children would be free from any of these products, snuff, snus, chewing tobacco, or e-cigarettes. The Director and/or On-site coordinator must enforce this policy at all times.

SEX OFFENDERS

A person who has been convicted of a sex offense against a minor who is required to register with the Iowa sex offender registry (from Iowa Code 692A) shall not be on the property of the child care center. They shall not operate, manage, be employed by, or act as a contractor or volunteer at our center.

PARTY INVITATIONS

Unless the whole class is being invited, we ask that you mail out your invitations or call the children's families at home to invite those you would like to attend. This will help avoid hurt feelings of the children who are not being invited.

DISCIPLINE

Discipline and positive guidance at the Center are consistent and based on individual needs and development. Individual needs may be documented through doctor's notes and recommendations, CART program observations and coaching, or other such documentation of need. CCCCC, INC. uses a variety of discipline techniques, which include modeling and praising expected behavior, redirection, and choices. These forms of discipline will be implemented to help the child develop self-control, self-esteem, and respect for the rights of others. Iowa State law and our program policy absolutely prohibits the use of corporal punishment at all times. Fright, humiliation, or physical force, which causes pain or discomfort to the child, will never be used. No child will be subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family. Punishment will not be administered because of a child's illness or lack of progress in toilet training, nor shall punishment or threat of punishment be associated with food or rest. Children are entitled to a pleasant and harmonious environment.

Our program supports positive relationships. We teach the children self-regulation, coping skills and how to problem solve. All our teaching staff are PBIS trained. Teachers develop bonds and relationships with the children by using language that is positive and reassuring. We emphasize what a child is doing well throughout their day. We go over this at our monthly staff meetings as a reminder of our commitment to positive relationship building and conscience discipline.

We go over our behavior policy with parents at orientation and it is in our parent handbook. If a child and a staff member have a conflict or a child engages in a challenging behavior an incident report is made by the staff involved or witnessing the event under incidents in Brightwheel after the issue has been resolved. Parents receive this report immediately. We ask that the teacher tries to talk with the child displaying this behavior and try to understand what may be causing this. Since our are learning self-regulation it is important for the teachers to show compassion and understanding and restate what they see the child do and label their feelings for them. For example: "Joey I see that you hit Matt after he took your toy. I know that must be very frustrating and you must have been sad that he took the toy from you. Even when we are sad

and frustrated, we must keep our hands to ourselves.” These positive ways of labeling what they must feel and what they should do will help shape further interactions. We ask that parents reinforce what we are teaching and try to use this technique at home.

If staff have a concern about a child in their care they can discuss these concerns with the director, and/or on-site coordinator. Administration will support staff with ideas, resources and understanding. Coaching from a Childcare Resource and Referral Consultant may be necessary. If needed AEA/CART services may be asked for. CART representatives can help with ideas PBIS supports and coaching. Parents will be notified if a referral is requested.

Families will be supported in the event that a child is identified with behavioral issues that need intervention. Support is available through conversations with administration and teachers. We are here to assist families with suggestions and tips for child success. If referred CART Services work with families to help assist with difficulties, they may be facing at home through home visits and correspondence.

Children will be supported throughout their time with

Dismissal Process

Staff members will make a reasonable effort to work with the child and his/her family to resolve behavioral concerns. It is our perspective that children are learning what is expected of them at this age and therefore should be kept in the program to help nurture and teach them these expectations.

In the extremely rare event that something was to occur that was outside of the norm and only when it is so extreme to cause harm would dismissal be considered. Physical or emotional abuse of another child or teachers, which is determined to be excessive or repetitious by the staff and director, could be grounds for suspension or dismissal. It is our desire to help all children grow into exemplary individuals; however, we cannot allow a child’s behavior to inhibit others from reaching the program’s goals and objectives. The Center cannot serve children who display chronically disruptive behavior. Chronic disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that requires constant attention from the staff; inflicts physical or emotional harm on other children or staff; or ignores and/or disobeys rules which guide behavior during program time. Any serious or continuing disciplinary problems will be reported to the parent(s)/guardian(s) on a “Discipline Report”. Anytime a discipline report is issued the staff will notify the On-site coordinator and Director with the details of the occurrence. This report will be documented on Brightwheel, if a second Discipline Report is issued, a conference between the parent(s)/guardian(s) and the Director will be required within one week of the incident. If the child receives a third Discipline Report, he/she may be subject to dismissal from the program.

In the event that a child's behavior becomes so extreme that s/he threatens the emotional and physical safety of the staff or other children, the following actions will be taken:

- A parent conference will be scheduled. This meeting is an opportunity for the family and staff to work together to develop a plan to solve and or correct the problem in a constructive way. This can be a formal or informal conference, notes home, or phone call home, etc. This conference will be documented on Brightwheel and acknowledged by parents as the 1st step.
- After a reasonable amount of time will be given for improvement in the child’s behavior. Another parent conference will be scheduled to evaluate the child’s progress. This conference will be documented on Brightwheel and acknowledged by parents as the 2nd step.
- If the behavior persists and cannot be resolved to CCCC’s and/or the parents’ satisfaction, it may be determined by the Director and staff that the program does not meet the child’s needs. The child may be terminated from the program.

In the unlikely event that a child is dismissed from our care we will try, depending on the situation, to give the family two weeks to find alternate care. We will provide the child’s family with Childcare Resource and Referral’s phone number to help them find alternate care. We will assist families in their transition from our care with

information on what has worked for us and not worked the child while in our care. We will notify any service providers involved so that they can help the child transition to alternate care. CART representatives will usually transition with the child to provide services at the new center. This helps to make sure any new people in the child's life know what to do to support the child best.

Our Discipline policy is available in our staff and parent handbooks for families to review. These handbooks are available in hard copy as well as on our Brightwheel application and our website. These handbooks are offered at the parent orientation and sent to parents anytime they are reviewed and changed.

Behavior Interventions

At Cedar County Coordinated Child Care we aim to provide care for all children. Incident reports for any and all harmful incidents must be communicated to parents and must be signed and maintained for each child enrolled in the center. In some instances, if a child has challenging behavior that is deemed unsafe, it may require that we take actions necessary to provide a safe environment for all children and staff. The first step is to remove a child from the classroom in an in-center suspension. In center suspensions are limited to extreme situations where a child has the ability to be of physical harm to themselves or others if not removed from the classroom. If a subsequent incident occurs with the same child an out-of-program suspension placing short term restrictions on a child's involvement in the center may become necessary. First steps would include contacting CART or CCR&R or AEA for assistance. Staff and family support would be put in place at this time. These additional resources may provide input on modifications necessary for the child's success.

If and when all other options have been exhausted and a child becomes a danger to staff or other children enrolled an expulsion may be necessary. This is a rare occurrence and must be approved by the director and board of directors. The child's family will be given the opportunity to meet and discuss the situation and help to make a joint decision on what is best for the child prior to this occurring. A family must be given the opportunity to help correct their behavior prior to this meeting. This would be a final attempt to correct action. In most cases a family would be given two weeks' notice to find alternate care.

Termination of Enrollment

The Director/On-Site Coordinator reserves the right to terminate enrollment in the program for any cause. The first month of enrollment is a trial period, after the first month the Director/On-Site Coordinator will have the option to terminate enrollment or continue enrollment.

Children will be dropped from the program for any one of the following reasons:

- Failure to pay fees.
- Failure to complete enrollment forms
- Failure to sign child in/out.
- Failure to pick-up the sick or injured child when contacted.
- Failure to have current local emergency contacts with working numbers.
- Repeated late drop-off or pick-up of child.
- Parents' non-support of or non-adherence to Cedar County Coordinated Child Care, Inc. policies.
- Child's behavior endangers safety of other children. (See Policy and procedures. Termination may be immediate to ensure the safety of all children and staff).

Our Discipline policy is available in our staff and parent handbooks for families to review. These handbooks are available in hard copy as well as on our brightwheel application and our website. These handbooks are offered at the parent orientation and sent to parents anytime they are reviewed and changed.

THE CENTER'S PERSPECTIVE ON BITING

Biting is a very common behavior among children birth to three years. It is important to think positively of the children who bite. Biting is a form of communication, as biting is almost always a response to the child's needs not being met or coping with a challenge or stressor. When a biting situation occurs in a classroom we will assess the situation to determine the context in which the incident occurred. We will be looking at adequacy of toys and supervision.

Caregivers will ensure all children are safe. They will then (in a firm, calm voice) address the child that bit in a short, simple and clear way. They will then shift their attention to the child who was bitten and show concern and support for that child. They will then go back to the one who bit (if the child is verbal and able to talk about the experience) and discuss the different strategies s/he can use next time, instead of biting. We will help them move on and not make them play together unless they choose to. (Zero to Three, 2010)

Children bite to fulfill a need or cope with a challenge. Rather than focusing on the child as needing 'discipline,' it is our responsibility to observe the child and determine the child's needs that are not being met. (Hunter & Hemmeter 2009)

When a biting incident occurs, the child who was bitten will be cared for immediately with care and concern. The child who bit will be taught in a caring but firm way that the behavior is not acceptable. We will then examine the needs of the child, including potential changes to the environment and routines, to prevent future incidents. If a child is provided developmentally appropriate and individualized care in a purposefully planned environment, discharging the child is needed only in rare, extreme situations.

The staff will put on gloves and clean the bitten area with soap and water. If bleeding occurs the staff will wet a paper towel or wash cloth and apply pressure to get the bleeding to stop. The child's clothing will be changed if blood is present and sent home. The items used to contain the blood will be placed in a biohazard bag and disposed of.

In regards to biting, CCCCC, INC. policy is that an "Incident Report" will be filled out for each occurrence. Whoever picks up the child at the end of the day is responsible for signing the report. This will be handled in a confidential manner by the staff. No names of the children involved in the incident will be released. One copy of the incident report will be placed in the child's file and one will go home with the parent.

PROCEDURE FOR RARE AND EXTREME BITING SITUATIONS

If the child bites other children three (3) or more times in one day, the parent(s)/guardian(s) will be contacted. Depending on the child and situation, the Director and parent will make the decision whether the child is to finish the day at CCCCC, INC. or if the parent is to pick up the child within an hour. Some children may see this as a reward for biting, whereas other children may see this as a deterrent. If the child continues to bite two or more times a day, for more than two days in a week for two consecutive weeks, the child will be dismissed from the center for a week. The week's dismissal will be charged to the parent(s)/guardian(s) at half rate. If the biting continues on a regular basis beyond that point, the child may be dismissed from the center permanently.

INCIDENT REPORTS

In the event that a child becomes injured, staff are required to fill out an incident report. The incident report must state the child's name, age, date of incident, time incident occurred, how incident occurred, where it occurred, type of injury that it caused, if any other child or adult was involved, if parents or a doctor were contacted, and if the child was sent home because of the incident. We do our best to keep our eyes on everyone at all times. Unfortunately, an incident can happen that is unobserved. If this were the case it will be stated on the incident report. If another child was involved in

the incident a report must be filled out for that child as well. We must have complete documentation of all incidents involving injury. Due to confidentiality issues, the names of other children involved will not be stated on the report. Staff and Parents are required to sign all incident reports. Parents keep the yellow copy and the Center will file the white copy in the appropriate child's file.

HEALTH

We want to keep the children of our center healthy. Therefore, parents are asked to please use good judgment in sending their child(ren) to the center if the child shows signs of illness. Notify the center if the child will not be attending, especially due to a communicable illness. All parents will be informed of a communicable disease by a posted notification.

All children attending child care will need to be able to participate in all activities. We are unable to keep children indoors due to an illness.

Should a child become ill while at CCCCC, Inc., the Center will contact the parent or emergency contact person who will be required to pick up the child within (1) hour after being contacted by the Center staff or director. The staff or director will let you know what time it is on our clock. If you fail to pick-up your child within the (1) hour, you will be billed \$1.00 per minute you are late. If you have been late to pick up your ill child 3 times, you will be dismissed from the center for 1 week. That week's tuition will need to be paid in full upon returning. In the event that the child requires immediate medical attention and the center is not able to reach a contact person, the center will call 911.

Reasons for parental notification include, but are not limited to a fever of 100 degrees or more; vomiting; loose stools (twice within one hour or three times in one day); or other conditions, such as a rash, mattering eyes, impetigo, ringworm, head lice, et cetera. If the child is sent home ill from the center, the child **MAY NOT** attend the following day. The child may not return to the center until he/she is fever-free and/or symptom-free for at least 24 hours. Written or verbal authorization from a physician will not negate the 24-hour symptom-free period for re-entry.

The child may attend the center if he/she is on an antibiotic for a non-communicable illness after he/she has been home for the 24-hour symptom-free period, and has received the required dosage for at least 24 hours. Any child who has a communicable disease may not return until the condition is no longer contagious. In isolated cases, a signed release from the physician may be requested before the child may be allowed to return. The signed release will be required at the request of the Director.

Please be considerate of what is on your shoes when you enter the facility. Our children are playing on the floor daily. If you have potentially harmful items on the bottoms of your shoes, we ask that you remove them upon entering.

ORAL HEALTH

All children enrolled must provide us with a dentist in case of emergency. If a child does not have a dentist, we ask if they would like us to add the local dentist to their information. We require this information in case of an emergency. This information is kept on an emergency contact form in your child's file as well as in the Brightwheel app. If your child does not have a dentist, we have a resource list available for all children without.

We do daily tooth brushing after eating breakfast daily. Toothbrushes are replaced every 6 months to make sure toothbrushes are not worn or frayed. Sippy cups and bottles are only used at mealtimes and not nap times. Our program promotes healthy foods to promote good oral health per the USDA's CACFP. Unity Point Health comes to the center to provide oral health educational activities programming. Their staff brings in puppets and does a tooth brushing demonstration and provides fluoride and take-home literature with parent permission slips.

DENTAL EMERGENCY PROCEDURES- Information provided by the American Dental Association

TOOTHACHE

Rinse the mouth vigorously with warm water to clean out debris. Use dental floss to remove any food that might be trapped between teeth. If swelling is present, place cold compresses on the outside of the cheek. Do not use heat or place aspirin on the aching tooth or gum tissues. See the dentist as soon as possible.

ORTHODONTIC PROBLEMS (BRACES AND RETAINERS)

If a wire is causing irritation, cover the end of the wire with a small cotton ball, bees wax, or a piece of gauze, until a dentist can see the irritation. If a wire is embedded in the cheek, tongue, or gum tissue, do not attempt to remove it. Go to the dentist immediately. If an appliance becomes loose or a piece of it breaks off, take the appliance and the piece and go to the dentist.

KNOCKED-OUT TOOTH

If the tooth is dirty, rinse it gently in running water. Do not scrub it. Gently insert and hold the tooth in its socket. If this is not possible, place the tooth in a container of milk. Go immediately to your dentist, within 30 minutes if at all possible. Don't forget to bring the tooth.

BROKEN TOOTH

Gently clean dirt or debris from the injured area with warm water. In order to minimize swelling, place cold compresses on the face in the area of the injured tooth. Go to the dentist immediately.

BITTEN TONGUE OR LIP

Apply direct pressure to the bleeding area with a clean cloth. If swelling is present, apply cold compresses. If bleeding does not stop, go to a hospital emergency room.

OBJECTS WEDGED BETWEEN TEETH

Try to remove the object with dental floss. Guide the floss carefully to avoid cutting the gums. If not successful in removing the object, go to the dentist. Do not try to remove the object with a sharp or pointed instrument.

POSSIBLE FRACTURED JAW

Immobilize the jaw by any means (handkerchief, necktie, towel, et cetera). If swelling is present, apply cold compresses. Call your dentist or go immediately to a hospital emergency room.

MEDICATIONS

A completed Medication Authorization form, signed by both parent and medical professional, is required for staff members to administer any type of medication. These need to be filled out completely for the period during which the medication will be administered. Required information includes the name of the medication, when it was last administered, date, time, dosage, the number of days it needs to be administered and special instructions for the medication.

A separate medication sheet is also required to be signed by parents and staff medication administrator and initialed by the medication administrator upon recording a dose of medication. If a medication is not given at a specified time, there shall be a written reason for not administering it. Our Medication Error Policy will then be followed.

All medication must be in the original container, with accompanying physicians' directions. All medications shall have the label intact, along with dosage information, and the child's name. In the case of prescription medication, the prescription label must be easily readable and intact. No expired medications, either prescription or over the counter, will be administered. No medication will be administered that does not follow dosing recommendations on the bottle for the specific age of the child.

Diaper creams, sunscreen, bug spray, soaps, lotions and ointments provided by the child's family may be applied by the child's classroom teacher with an accompanying medication, bug spray or sunscreen sheet. Sunscreen is required for outdoor play from March 1st-October 31st. If diaper rash ointment is to be applied, a diaper cream form must accompany it. Parents may enter "every diaper change" or "every BM" for the times to be given.

Emergency medications will be stored in accessible pouches hung out of children's reach in the child's classroom. These pouches will have the asthma, seizure or allergy action plans in them for quick access. You must provide the center with a dose of any emergency medication to keep on hand. The center shall have no liability if these medications are not available in the event that they are forgotten at home or at school.

All other medications will be stored in the medicine box in each classroom. If refrigeration is needed for a medication it will be stored in the office refrigerator in the specified container.

The Center will only administer prescription medication once per day and only if it is required to be taken 3 times per day.

Policy for Medication Administration Errors

If the wrong medication or dosage of medication is given the medication administrator should immediately call Poison Control at 1-800-222-1222. Follow Poison Control's directions and call 911 if necessary. Call 911 immediately if the individual collapses, has a seizure, has trouble breathing or can't be awakened. Parents will be notified immediately if a child has a missed or incorrectly given dose of medication. Medication errors should be documented on the medication sheet and on a medication error form by the medication administrator and kept in the child's personal file.

NAP TIME

Every child will have an afternoon rest period as required by law. Linens for infant beds and cots are provided and washed weekly.

FIELD TRIPS/TRANSPORTATION

Occasionally, children will take field trips away from the Center both in town and out of town. The children's emergency information is taken along when leaving the facility. Children will walk to in town trips that are within walking distance. We will use the Tipton Community School District bus service for trips outside of walking distance. Permission slips will need to be signed in order for your child to participate in trips that require the use of transportation.

CLASSROOM MOVES

The director will notify you if your child will be moving to a new classroom. Naturally, we try to make these transitions as stress free as possible for both children and parents. If possible, we try to have children move with a friend or two and we encourage parents to visit the new room with their children. We remain sensitive to the fact that young children grow attached to their teachers and we know that these attachments are a part of healthy social/emotional development. We are open to parental input about classroom moves. We welcome and respect your perspective as your child grows through each developmental stage.

BABYSITTING

Occasionally parents may ask teachers to baby sit. The Center does not encourage this practice and assumes no responsibility for employees after their scheduled work hours.

WITHDRAWAL

The Director should be notified in writing of any plans to withdraw a child at least two weeks in advance to ensure a smooth departure for the child. Tuition will be charged during this two week transition period, whether the child continues to attend or not. If the Center does not receive a written two-week notice of withdrawal, weekly tuition will be charged.

BEHAVIOR EXPECTATIONS

When on the premises, all staff, parents, children and visitors shall treat others with respect.

If behavior becomes confrontational and a person feels threatened, the person choosing to portray this behavior will be asked to leave the premises. If necessary, local law enforcement may be called. (see EMERGENCY PROCEDURES – BOMB THREATS OR PHYSICAL/EMOTIONAL THREATS, PG 19)

GRIEVANCE

CCCCC, INC. does have an open door policy and we encourage all parents to feel free to voice concerns regarding the care of their child(ren). If you have a problem with a policy or action taken by a staff member, we ask that the following steps be taken:

1. Talk to the Center Director, by phone or in person.
2. If you are not happy with the help you receive from the Director, contact a board member. A list of the Board of Directors is posted at the Center.
3. If a parent would like the issue placed on the agenda for discussion at the next board meeting, they should contact the director or a board member 7 business days prior to the next board meeting. The issue will then be discussed at the next board meeting.
4. The board of directors has the final say in matters regarding policy, whether current policy is being questioned or new policy is being developed.

CONFIDENTIALITY

CCCCC, INC. shall maintain confidentiality and respect the family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, it is permissible to share confidential information with agencies or individuals who may be able to intervene in the child's interest.

The only information teachers should share with parents is information concerning his or her child. Conversations about other children, other parents, co-workers, supervisors, etc., are unprofessional and in some instances illegal.

SOLICITING

From time to time you will receive some pieces of information about different events, meetings, etc., that are happening around us and are not affiliated with CCCCC, INC. We do not support or guarantee the validity of these events. We are only passing them on to you for your **information**.

PLAYGROUNDS

Playground inspections are done monthly by center staff and annually by our Nurse consultant to assure safety for all children.

Supervision

Each staff member will be given a written job description at orientation. The first and foremost duty of all staff is to interact with the children both indoors and outdoors. Play with the children, participate in their activities, read to them, hold and rock them, sing to or with them, comfort them when needed: be an active part of their day. We are not babysitters; we are teachers and are expected to always interact with the children. Staff are trained in active supervision during orientation at the beginning of their employment by the On-site Coordinator. Active supervision, staff positioning themselves so that they can always observe all children, watch, count, and listen for any accidents or concerns, should always be maintained, during play, basic care routines, sleeping, transitions, etc. We will continue to go over this at staff meetings throughout employment as a reminder of how we should be engaging with and always protecting children.

It is especially important to maintain supervision during transitions or time away from the center. Teachers should do regular name to face checks using the name to face function on the Brightwheel app. Each child's name is called, the teacher visibly sees the child's face and logs it in the tablet. This along with doing head

counts and increasing staffing should be practiced, ensuring safety. If staff and children go on a field trip staff are required to space themselves evenly between students. An extra staff member needs to be present. Name to face checks should be done at a regular interval throughout the trip. Bodies of water are not present at Sycamore Learning Center or anywhere we take our children, for example the library has that is the only place we go outside of the center. Children should be within arm's length of teachers or chaperones for any sensory play involving water or water play. If an infant under 13 months is present around water the ratio must be 1:1 for all infants.

When the children are playing outside, the staff needs to position themselves around the playground for maximum supervision. Staff should be able to position themselves so they can always see, count and listen to all the children. Staff are required to take children outdoors every day when the weather permits. Teachers should do regular name to face checks using the name to face function on the Brightwheel app. During outdoors play teachers should engage in touch supervision, be within arms distance during water play. Water play consists of running through sprinklers, and sensory water play where teachers work in small groups with sensory tubs that may contain water.

When playing inside the classroom teachers need to be positioned in the classroom so that they can actively observe all students by watching and listening as well as interacting and teaching.

During mealtimes staff need to be within arm's length of the children observing and listening for any choking and making sure children are getting their meal components as required by the CACFP.

During diapering all children should still be actively supervised. Changing tables are positioned facing the classroom so that a teacher, if alone and in ratio is the only person with access to the children in the classroom, can watch and listen to the children and be aware of any issues or distress.

Staff will know and follow staff ratios at ALL times! There will be adequate staff members present in EVERY room occupied by children at ALL times! Anytime there are 7 or more children present in the building prior to closing, there will be a minimum of 2 staff.

EMERGENCY PROCEDURES

Although rare, there are several emergency situations that may occur. In order to be well prepared, procedures have been written to help in times of crisis. It cannot be stressed enough that a good understanding of these procedures will help immensely when in a crisis situation. It is vitally important to remain calm at all times and to keep a clear frame of mind. In the event of an emergency, it is the responsibility of every employee to know where the sign-in clipboard, emergency folder, and first-aid kits are stored. Although it is important to retrieve the sign-in clipboard, emergency folder and first-aid kits while exiting the building, under no circumstances are staff members, or even children, to risk their lives to retrieve these items.

During inclement weather and in the event of a tornado warning children and staff will shelter in place. Children will not be released to parents or guardians until the warning has expired. Please do not attempt to pick-up or drop-off your child during a severe weather event.

If there are any procedures that you are uncertain of, or you have suggestions for, please feel free to speak with the Director, or the On-Site Coordinator, as it applies.

AIR QUALITY

If we are under an air quality alert children will remain indoors until the quality of the air improves to a moderate healthy level. This is to protect our children and staff from damaging exposure.

EMERGENCY PROCEDURE - LOST OR ABDUCTED CHILDREN

1. The staff member(s) will notify the Director, or other person-in-charge, as soon as the child is discovered to be missing.
2. Staff members will search all areas within the building and outside areas.
3. The Director or person-in-charge will notify the Police Department of the missing child and the child's last known location.
4. The Director or person-in-charge will notify the parent(s) or legal guardian(s) that the child is missing and of the child's last known location.
5. The staff will work with authorities by providing information regarding the last time the child was seen, clothing and physical description.
6. The director or On-site coordinator will notify the Department of Health and Human Services and Child Abuse Hotline of where the child was last seen.
7. Staff member(s) will complete an incident report on the situation.
8. The Director or person-in-charge will notify the Board President as soon as possible of the situation.

Prevention of a missing child is first and foremost. All facilities are locked with secure building codes only distributed to the parents of enrolled children. Visitors will not be permitted without the authorization of the director, on-site coordinator, or manager in charge. All visitors staying for any length of time must be accompanied by a staff member while on the premises. Children should be monitored and counted to assure all children in our care are present at all times. Staff should frequently pause activities to do name to face checks to make sure all children are accounted for. Staff should be vigilant of the surroundings. Staff will be on the lookout for strangers or unpermitted visitors to the center and playground areas. If there is someone that staff do not know they should notify the Director immediately. If the class is on the playground and this occurs, they should line up the children, assure that all children are accounted for and proceed to the secure building adjacent to that playground. The Director will investigate what the person's business is on the property to assure safety.

EMERGENCY PROCEDURES – FIRE

The Director or On-Site Coordinator will notify staff members to evacuate the buildings. Fire alarms will sound in each classroom and hallway.

1. The Director will assign one person to call 911.
 - a. SLC – go to the Tipton Elementary Building
 - b. TC – go to the Tipton Elementary Building
2. The staff will check all areas, including classrooms and bathrooms as it applies, for children or other persons and evacuate the building.
3. The Director or On-Site Coordinator and staff members will communicate between themselves to ensure that the sign-in clipboard, emergency numbers, and first-aid kits are brought outside as everyone exits the nearest safe exit.
4. All children and staff members will meet at the intersection of Lemon and 6th Street.
 - a. SLC - Infants will be placed in labeled cribs to exit the building, no more than 4 infants per crib. Cribs will be rolled to the nearest safe exit with the first option being the East basement door and away from the building via the ramp. Staff will take roll call to ensure that all children have made it safely from the building and to the meeting point.
5. All extra staff or volunteers will assist infants and other staff as needed in helping to evacuate everyone from the building as soon as possible.
6. Everyone will cross the street and proceed to another location.
 - a. SLC – Proceed to the Tipton Elementary School Building.
 - b. TC – Proceed to the Tipton Elementary School Building
7. Again, roll call will be taken to account for all children.
8. Parents/legal guardians will be notified of the evacuation and the exact location of their child(ren).
9. Staff members are to remain with the children until all have been picked up by an authorized person per the child's emergency contact card.
10. The Director will notify the Board President of the situation as soon as possible.

EMERGENCY PROCEDURE – EARTHQUAKE/FLOOD

1. As soon as possible, staff will be notified to evacuate the building.
2. The staff will check all areas, including classrooms and bathrooms as it applies, for children and other persons and evacuate the building.
 - a. SLC - Infants will be placed in labeled cribs to exit the building, no more than 4 infants per crib. If possible cribs will be rolled to the nearest safe exit with the first option being the east basement door and away from the building via the ramp.
3. The Director or On-Site Coordinator and staff will communicate between themselves to ensure that the sign-in clipboard, emergency folders, and first aid kits are brought out during the evacuation.
4. The Director, or a designated staff member, will contact 911. A cellular phone shall be used away from the building if it is not known if there is a gas leak within the building, or there is a likely chance of a structural failure that could endanger lives. Everyone will proceed to the designated meeting area of the large open lot at 6th and Lemon Street – directly across the street to the North from the Sycamore Learning Center and Tiger Club buildings.
5. The staff will take a roll call to ensure that all the children are accounted for.
6. The parents/legal guardians will be notified as soon as possible of the evacuation and the exact location of their child(ren).
7. Staff members are to remain with the children until receiving further instructions or until all children have been picked up by an authorized person on the child's emergency contact card.
8. The Director will notify the Board President of the situation as soon as possible.

EMERGENCY PROCEDURE – STRUCTURAL DAMAGE (GAS LEAKS, LOSS OF HEAT, LOSS OF ELECTRICITY)

1. The Director will contact the City of Tipton offices to notify them of the situation.
(City of Tipton – 886-6187)
2. If the Director or On-Site Coordinator is instructed to evacuate the building, the staff members will be notified immediately.
3. The staff will check all areas, including classrooms and bathrooms as it applies, for children and other persons and evacuate the building.
 - a. SLC - Infants will be placed in labeled cribs to exit the building with no more than 4 infants per crib. Cribs will be rolled to the nearest safe exit with the first option being the East basement door and away from the building via the ramp.
4. The Director, or On-Site Coordinator, and staff will communicate between themselves to ensure that the sign-in clipboard, emergency folders, and first aid kits are brought out during the evacuation.
5. All extra staff need to assist the infant rooms and/or other classrooms as needed to ensure that everyone is evacuated as soon as possible.
6. Everyone will proceed to the designated meeting area of the large open lot at 6th and Lemon Street – directly across the street to the North of the Sycamore Learning Center and the Tiger Club building.
7. The staff will take a roll call to ensure that all children are accounted for.
8. The Director, On-Site Coordinator, or designated staff member will contact licensing and the board of directors.
9. The parents/legal guardians will be notified as soon as possible of the evacuation and the exact location of their child(ren).
10. Staff members are to remain with the children until receiving further instructions or until all children have been picked up by an authorized person on the child's emergency contact card.
11. The Director will notify the Board President of the situation as soon as possible.

EMERGENCY PROCEDURE - TORNADO

1. Once the Director or On-Site Coordinator has received confirmation (weather radio, sirens, or visual) of a tornado warning, the Director will notify the staff members and children by blowing the whistle.

2. The staff members will immediately gather all children in each classroom and check the entire room, including the bathrooms, for additional children before leaving. Staff members will do a head count to account for all children for that given day.
3. Evacuation
 - a. SLC - Staff members and children in the upstairs rooms will exit to the lower level multi-purpose room by using the front stairway. Staff members will carry infants over to the multi-purpose room.
 - b. TC – Staff members and children will exit to the boy’s and girl’s restrooms.
 - c. The staff will take another roll call/head count to ensure that all children are accounted for.
4. The Director, or On-Site Coordinator, and staff members will communicate between themselves to ensure that the sign-in clipboard, emergency folders and first aid kits are brought down to the “safety location”.
5. Children will be directed by staff members to sit cross-legged on the floor with their backs against the wall.
 - a. SLC - Blankets that are stored in the room will be used to cover the children to protect them from blowing debris.
6. Staff and children are to remain in their location until further notice or until local law enforcement authorities have given instructions. A weather radio and/or battery-operated radio will be in the room to provide updates on the weather situation to staff members.
7. Staff members are to remain with the children at all times.
8. The Director will notify the Board President of the situation as soon as possible.

EMERGENCY PROCEDURE – ENVIRONMENTAL HAZARDS/CHEMICAL SPILLS/FLOOD

1. The Director or On-Site Coordinator will be notified of the situation at hand. Depending on the location of the hazard, the staff and children may either be directed to remain inside the building or be directed to another location. The Director, On-Site Coordinator, and/or local law enforcement agencies will direct the staff with further instructions.
2. If the local law enforcement agencies are not aware of the situation, the Director, On-Site Coordinator, or designated staff member will call 911.
3. The Director or On-Site Coordinator and staff will communicate between themselves to ensure that the sign-in clipboard, emergency folder and first aid kits are accounted for and brought along wherever directed to stay.
4. In the event of an evacuation the SLC infants will be placed in strollers or fire evacuation cribs, while other children will walk with staff members.
5. The staff and children will remain in a safe location, until directed by authorities to return or until all children have been picked up by an authorized person.
6. The Director will notify the Board President of the situation as soon as possible.

EMERGENCY PROCEDURE – INTOXICATED PARENT(S)

Our responsibility is to keep children safe. At the same time, we cannot deny any parent access to their child(ren). Staff members can try talking with the intoxicated parent or can call the other parent to pick up the child(ren). However, staff safety is also important. Remain calm with the adult. If a parent/guardian or other adult appears to be under the influence of drugs or alcohol and attempts to take a child(ren) from the center, the following steps will be taken

1. Ensure that the adult is authorized to pick up the child from the center according to the emergency contact form.
 - a. If that person is not listed, he/she is not authorized by the parent/guardian to remove the child from the premises. Politely inform the person that they are not authorized to pick up the child and that any further attempts to remove the child will be reported to the parent/legal guardian of the child and 911 will be called immediately.
 - b. If the adult is on the list, politely inform him/her that they do not appear to be well and that if they leave the premises with the child, staff members are responsible for reporting that individual to the police department.
 - i. If the adult still insists on picking up the child, write down the vehicle information (including vehicle description and license plate number) to report to authorities. Immediately call 9-1-1 to report the adult to the police department.
2. If the Director, or On-Site Coordinator as it applies, is not already aware of the situation, notify him/her immediately.

- a. Tiger Club person-in-charge is to ensure that the Director is aware of the situation.
- 3. The Director will notify the Board President of the incident as soon as possible.
- 4. The Director will notify DHS. The report will be filed as abuse.

EMERGENCY PROCEDURE – BOMB THREATS OR PHYSICAL/EMOTIONAL THREATS/LOCKDOWN

1. Once the threat has been received, the Director or On-Site Coordinator will direct the staff members where to go with the children.
 - a. If the threat has been directed towards Tiger Club, the On-Site Coordinator must inform the Director. Based on the situation at hand, it will be decided if the Director or On-Site Coordinator will contact local law authorities.
 - b. If necessary, the Director and/or On-Site Coordinator will contact local law authorities immediately. Law enforcement authorities may instruct the Director and/or On-Site Coordinator of what action should be taken with the staff and children.
 - c. A physical or emotional threat may not require an immediate building evacuation.
2. LOCKDOWN:
 - a. No one will be allowed to enter or leave the facilities until authorities have given us the okay that all is clear.
 - b. Children will be kept away from windows and doors. May be directed to go to shelter locations inside building.
3. If the building are to be evacuated due to a bomb threat:
 - a. Staff members immediately gather all children in their class and account for all children. Calmly lead the children to the nearest exit.
 - b. The Director, or On-Site Coordinator, and staff will communicate between themselves to ensure that the sign-in clipboard, emergency folder, and first aid kits are brought along with the children.
 - c. The staff and children will move to another location.
 - i. SLC- Will evacuate to the Tipton Fire Department emergency Shelter.
 - ii. TC- The staff will take the children to the cafeteria located in the Tipton Elementary School.
 - d. Roll call will be taken of the children using the sign-in sheet. Staff members are to ensure that all children are accounted for.
4. The staff is to remain with the children in a safe area until instructed otherwise by authorities.
5. Parents will be notified of the situation by the Director, or person-in-charge, and may be asked to pick up their child(ren) as soon as possible. Again, this depends on the situation at hand.
6. The Director, or person-in-charge, is to notify the Board President as soon as possible of the situation.

EMERGENCY PROCEDURE – VIOLENCE IN THE WORKPLACE-INTRUDERS

Upon seeing someone enter the building or property with a firearm or other threatening weapon, the first responsibility is the children and staff. The greatest danger is placing the staff and children in the way of the attacker.

Notify as many staff members as possible. If there is time, directly notify the Director and/or On-Site Coordinator, as it applies.

1. Escort the children out of the building through the nearest **safe** exit. If at all possible, lead the children away from the attacker.
 - a. If it can be done without putting any staff members in danger, take the sign-in clipboard, emergency folder and first aid kit along with the staff and children.
2. Staff should lead the children to another safe area immediately. Staff members should use their better judgment on how to move the children safely to the other location.
 - a. SLC – Proceed to the Tipton Ambulance building.

- b. TC – Proceed to the Tipton Elementary building.
 - i. If the attacker is waiting for the children to cross the street, it may be wise to go in an opposite direction away from the attacker.
3. A staff member will be designated to contact 9-1-1 to alert authorities of the situation and to inform them of the children's location.
4. Remain in a safe location/shelter until law enforcement officials give permission to return to the center, or provide further instructions.
5. As soon as possible, the Board of Directors is to be notified by the Director.
6. The Director or person-in-charge will notify the parents/legal guardians of the condition and location of their child(ren).
7. Staff members are to remain with the children until they have been picked up by their parent(s)/legal guardian(s).
8. The Director will notify the Board President of the situation as soon as possible.

EMERGENCY PLANS – BLIZZARD OR ICE STORM

1. Staff and children will be allowed to remain at the program location until weather allows children to be picked up safely.
2. The Director, or person-in-charge, will contact the Board President to inform him/her of the situation.
3. The Director and/or staff may contact parents prior to the expected weather conditions to inform them of the situation.
 - a. Director may contact several official weather sources in order to make an informed decision.
4. Staff will provide additional meals and/or snacks according to the time that the center needs to remain open. The children will also be given time to rest and/or sleep as needed.
5. Staff will remain at the location until authorized persons have picked up all children.
6. The Director will notify the Board President when the emergency is over.

Non-Discrimination Statement

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, SW, Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

APPENDIX

"REQUIRED ENROLLMENT FORMS"

EMERGENCY CONTACT

PHYSICAL

FIELD TRIP PERMISSION FORM

SUNSCREEN

INFANT SLEEP

PICK UP CONSENT

CACFP

We are happy to provide reading assistance, interpreter, or translator if needed. Please let the director know if you are in need of any of these types of assistance.

Cedar County Coordinated Child Care, Inc.

Parent Handbook

621 West 6th Street
Tipton, Iowa 52772
Phone 563-886-3243
Email SycamoreCenter@aol.com

