



**BOYS & GIRLS CLUBS
OF ELKO**

**Nevada Gold Mines
Early Learning Centers
Family Handbook**

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Welcome

The Early Learning Centers goal is to welcome all children and provide them with high quality care, a clean, safe, and loving environment, where they can play and learn. Respect toward self, others, and the environment will be emphasized. The Early Learning Centers believe in the value of both structured and flexible schedules. Structured activities such as Pinnacle Curriculum use, regular reading times, arts and crafts, musical activities, outdoor play, and free play. With the Pinnacle Curriculum we will instill a deep love for learning through active and engaging lesson plans. Each child learns differently, and the Pinnacle Curriculum offers adaptability with lesson plans that are designed for personalization.

Our philosophy is to create an environment where families, children and staff feel safe, happy, included, respected, and where learning through play is fun! Communication is especially important to us and is key in helping children develop and create relationships that last a lifetime. The Early Learning Center is open Monday through Friday from 4:00am to 8:00pm. We care for children from 6 weeks to 6 years of age.

Our vision is that all children and families in the community have access to high quality early care and educational services.

The Early Learning Centers mission is to inspire and enable all young people, especially those who need us the most, to reach their full potential as productive, responsible, and caring citizens. We provide an advanced educational program including the Pinnacle Curriculum.

About This Book

This is your guide to our programs, people, and operational procedures. We may need to adjust every now and then, but the Early Learning Centers Director will always let you know. Please take a few minutes to become familiar with this information, along with the Enrollment Agreement. Before your child's first day, we ask that you complete the acknowledgement of receipt form on the back of this book and return it to your director.

We Are Here For You!

If you ever have a question about the Early Learning Centers, the policies in this handbook, please speak with the director. The Early Learning Centers are here to provide support for our families.

Your First Day

Getting comfortable with a new environment is not always easy, and it is different for everyone! Please do not hesitate to share any concerns you have before that first drop-off.

You are always welcome to call anytime during the day to see how your child is adjusting.

Educational Programs

Right now, your child's brain is growing faster than it ever will in their whole life, making amazing connections every second. That is why every second of learning counts!

Pinnacle Curriculum is built to help little minds grow. We regularly assess your child's progress in key developmental milestones.

Infants

We know that learning starts at birth, so yes, we have a curriculum for babies! Brain development is in its prime as babies are starting to make connections between themselves and the people and things around them. Our Infant program emphasizes the importance of positive relationships in the development of young children. The bonds children establish during the first years of life provide the basis of learning throughout life. Children are provided with stimulating environments that provide learning experiences designed to meet the developmental needs of the whole child. Daily reports will be provided for sleeping, eating, and diapering through Brightwheel.

Program features include:

- Sleeping and eating is based on your needs and your baby's schedule.
- Safe sleep policies.
- Group interactions spark curiosity and socialization.

Toddlers

A new world opens to children when they take to their feet. They walk, talk, and begin to develop relationships with one another. Our Early Learning Centers toddler program is filled with sensory experiences that emphasize the importance of a toddler's environment and relationships. Daily reports will be provided for sleeping, eating and diapering through Brightwheel.

Program features include:

- Development of children's confidence, self-esteem, and love of learning.
- Exploration stations focused on dramatic plays, creative arts, language, and sensory exploration.
- A variety of cognitive, physical, social, and emotional development activities.

Preschool Program (Fully Potty Trained)

Our preschool programs serve children ages 4-5 years. All children must be potty trained and able to use a bathroom without assistance to attend the preschool program. Curriculum includes opportunities for gross and fine motor skill development, creativity through art, music and movement, sensory play, science, math, and literacy activities.

Program features include:

- Engaging units that encourage curiosity, self-direction, and confidence.
- Fun memory games to strengthen their executive function skills.
- Daily small groups that promote skill development.
- Development of a strong vocabulary, printing their name, and using letters and drawings to describe things such as people, places, experiences, and feelings.

Transitioning to a new classroom

When the time comes to transition from one class to the next, a slow transition consists of a few hours a day. This helps your child adjust to the new space, teachers, and classmates.

Quality Rating Improvement System (QRIS)

The Early Learning Centers will participate in the Quality Rating and Improvement System (QRIS) administered by the State of Nevada. QRIS is a systemic approach to assess, improve, and communicate the level of quality in early and school-age care and education programs.

Operational Procedures

Registration and Enrollment

To enroll your child, you must complete the Enrollment Agreement and any other state-specific forms provided by the Early Learning Centers. You must complete and sign all forms and your enrollment agreement before your child can attend. Once all forms have been completed, please turn them into the director at the enrolling facility.

Throughout your child's enrollment, please be sure to update emergency information as needed, including your

address, telephone numbers, email address, any changes in your child’s medical information, and individuals authorized to pick up your child.

A nonrefundable registration fee is due at the time of enrollment and is charged every year, to cover administrative costs. The annual registration fee of \$125, will be used to cover BGC membership fee, initial supplies, administration set-up costs, and sleep bedding.

Tuition

Tuition	Newborn -9 Months	10-24 Months	2-years	3-years	4-5-Years
1-60 Hrs./week	\$250	\$225	\$190	\$185	\$180

All tuition fees are due the Friday before each week. **No exceptions for absences, vacations, holidays, or annual staff development days.** Questions about billing should be directed to the director. Weekly payments are required to be made directly to the Boys & Girls Clubs of Elko through automatic bank draft. Failure to make payment, the Early Learning Center has the right to terminate enrollment. A \$35.00 fee will be assessed for checks and drafts returned.

One week of unpaid tuition is provided for each enrolled family for vacation. Please notify staff or the director two weeks prior. Tuition is due for any additional family vacation days.

Children Requirements for admission

All Children may attend the facility between the hours of 4:00am- 8:00pm Monday through Friday. Any absences or change of schedule please notify the center through Brightwheel, please notify us as soon as possible. License regulations require the following items to be completed and on file before a child can attend Early Learning Centers:

- Enrollment Form.
- Current-Certified Nevada immunization record.
- Health Statement with physician’s signature.
- Authorization for pick-up form.
- Emergency Contact form.
- Consent form for emergency medical care and field trips.

Waitlist

The waiting list is typically based on a first come first serve basis but shall be exercised solely at the discretion of the provider. Prospective clients must call the Boys and Girls Clubs to be put on the waiting list. At that point, their child’s name is placed, by date of request and date of birth, on the waiting list for the age-appropriate classroom.

If a current client already has a child in the Early Learning Centers or Boys and Girls Clubs care and is expecting another child, the client will be promoted to the top of the waiting list based on due date whenever possible. When an opening occurs, the Early Learning Centers will consult the waiting list for children that fit the opening. Parents or guardians are contacted regarding the opening and have 24 hours to accept the open position. If the client does not respond, the Early Learning Centers will offer the open position to the next family on the waiting list.

Pick-Up Policy

Parents must call the center to inform staff if they will be late picking up children.

A \$2 fee per child will be charged every 5 minutes late. Late fees will be billed when tuition is due.

If there has been no contact with the parent after closing time, staff will attempt to contact parents and listed emergency contacts. If parents or emergency contacts have not responded within 30 minutes of closing time staff will contact Elko County Child Protective Services or law enforcement. Staff will remain with the child until the child leaves the center with an authorized adult.

Scholarship Fund

The Boys and Girls Clubs of Elko offers a limited number of scholarships that reduce tuition. Partial or complete scholarships are available to families in temporary need of financial assistance. All information regarding reduced fees is strictly confidential. Scholarships are reviewed on a quarterly basis to determine continued need. The Center Director has information regarding scholarship funds. Contributions for scholarship funds are gratefully accepted at all centers.

Overtime Fees

Parents needing children to be in care over 60 hours and up to 112 hours a week will be charged a \$75 per week fee that will be added to the weekly fee. Families only pay this fee during the week(s) that services are rendered. Families who receive assistance with childcare tuition can talk with the Director regarding overtime charges if due to work related activities.

Insurance

The Boys and Girls Clubs of Elko carries general liability insurance for the Early Learning Centers. More information about the general liability insurance can be obtained from the Director.

Security

To ensure the safety and security of all children, staff, parents, as well as the security of our daycare facility, Early Learning Centers is equipped with 24-hour video surveillance system (is activated and records when motion is detected) and security cameras are installed in classrooms and outdoor play area. Video data is recorded and stored digitally. The cameras are intended to help promote the safety and security of people and property and can assist Early Learning Centers in reviewing an incident not seen by a Teacher or Director. It also permits Early Learning Centers to evaluate teachers to ensure they are providing the highest quality of care. The following are just some additional benefits of having security cameras installed in daycare centers: security cameras are an effective deterrent of crime; individuals tend to perform better when monitored by security cameras; and they can provide peace of mind to our parents and staff. Early Learning Centers insist on protecting the privacy of all children, parents, and staff, our surveillance system/security cameras are for internal purposes only.

Custody and Visitation

Some families have legal custodial orders that address who is permitted to pick up or visit a child. If there is a custody order relating to your child, a copy must be provided to the Early Learning Centers Director for your child's file. This information is confidential and solely for the safety and well-being of your child. Families must update the Director when custody orders change or expire. Please note that employees cannot be responsible for supervising parenting time (visitation), and, as a result, visitation for non-custodial parents is not permitted in our centers. If an individual has court-ordered legal custody, employees must release the child to that legal custodian regardless of visitation schedules. Please discuss questions about custody arrangements with your director.

Inclusion

The Early Learning Centers aim to value differences, recognize, and value children's rights and experiences, ensure equitable access to resources and participation for all children and provide opportunities for all children to demonstrate their learning. Early Learning Centers does not, discriminate on the basis of sexual orientation, gender, ethnicity, race, ancestry, national origin, religion, or color when determining which children are served.

Field Trips

Notification of a field trip will be posted in the classroom, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Parents are required to give written permission for their child to attend each field trip. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend. If a parent opts out of a scheduled field trip and chooses to not have their child participate, the child must remain at home until the class returns. The Early Learning Centers cannot accommodate additional children in other classrooms as we must maintain teacher-child ratio regulations set by state licensing requirements. Field trips may be taken throughout the year to a variety of places throughout the

community.

Staff

All Early Learning Center staff are required to pass a background check and drug test. All staff are also required to meet Childcare Licensing training requirements within 90 days. Childcare licensing requires 24 hours of training annually. Initial trainings include: Infant/Child CPR and First Aid, Signs and Symptoms of Illness (SOI) with Bloodborne Pathogens, Recognition and Reporting of Child Abuse and Neglect, Sudden Infant Death Syndrome (SIDS), Child Development, Lifelong Wellness (Nutrition, Obesity and Physical Activity), Prevention of Shaken Baby Syndrome (SBS), and Physical Premises Safety, Emergency Preparedness, Medication Administration and Food Allergies, Transportation & Field Trip Safety. Our staff complete Infant/Child CPR training every two years; there is always a CPR/ First Aid certified staff member working in the facility. Child Abuse training must be completed every five years.

Early Learning Centers provide training to staff throughout the year and will close for three Professional Development Days each year. Parents will be notified in advance of center closures.

Holidays and Center Closures

The Early Learning Centers are closed on the following holidays:

Memorial Day, Fourth of July, Labor Day, Nevada Day, Thanksgiving (Thursday & Friday), Christmas Eve and Christmas Day, New Year's Eve, and New Year's Day along with our 3 professional development days. Tuition rates are not affected by holiday closures or professional development days. The Early Learning Centers will give plenty of notice for holiday and professional development day closures. Families will be notified through our communication app (Brightwheel), as well as being posted in the facility.

Child Care Licensing

All Early Learning Centers maintain current licensing requirements through the Department of Health and Human Services Nevada Division of Public and Behavioral Health (DWSS). Copies of childcare licensing regulations are located at each center. Child care licensing reports are located at each center and can be found online at [Child Care Licensing - Home \(nv.gov\)](http://Child Care Licensing - Home (nv.gov)).

Termination of Child Care

If you are terminating your child's enrollment from Early Learning Centers, you must give a two-week written notice. If you do not give written notice, you will still be held responsible for paying 2- weeks after the last day of attendance, including any late fees. For our behavior management policy please see page 8.

We reserve the right to cancel enrollment for the following reasons:

- Non-payment of tuition.
- Failure to adhere to policies.
- The child's needs exceed the capabilities of our centers.
- A child or family member's behavior or actions threaten or endanger the safety and well-being of other children or staff.

Celebrations and Birthdays

Celebrations and birthdays are special days for kids, and we want to share in the fun! If you would like to provide food for the celebrations, we ask that all items are commercially packaged with ingredient statements so we can be sure we are accommodating any allergies or dietary restrictions.

Family Communication

Communication with parents is essential to quality early care and education. Communication between parents and staff is conducted on a regular basis throughout the program year.

Family Involvement

Family involvement is valued by the Early Learning Center staff and is crucial to children's academic success. The Early Learning Center gives either or both parents the right to observe our program before enrollment and at any time after enrollment. Children usually nap from 4:00am to 6:00am and again from 1:00pm to 3:00pm, limiting opportunities for parent involvement during those hours.

Children's Clothing and Belongings

Children should come to school in comfortable and washable clothing. Children will be involved in painting, sensory play, and other messy play experiences, and clothes may get dirty or stained. It is the parent's responsibility to send their child(ren) in school appropriate clothing. If a child cannot participate in everyday activities due to inappropriate clothing, parents will be called to bring child(ren) appropriate clothing or to pick them up for the day.

- Children's clothing will be changed if soiled from eating or toileting accidents.
- Extra clothing should be changed seasonally or as the child grows.
- All clothing must be labeled with the child's first and last name and stored in a sealed bag.

Children's Personal Belongings

Toys or other items from home are not allowed. Early Learning Centers assume no responsibility for lost or damaged items.

Children with Special Needs

The Early Learning Centers accepts applications for children with special needs. We realize the benefits of supporting children with special needs and attempt to accommodate these children if appropriate and helpful for them; however, Early Learning Centers can only provide such services as are reasonable and beneficial to the class as a whole and do not cause undue burden to the program, staff, and other children. It may be necessary to turn down an application for enrollment or to terminate continued enrollment of a child with special needs when to do otherwise would jeopardize the safety and wellbeing of the child, the other children in the classroom and/or staff.

Classroom Policies and Procedures

Curriculum

The Early Learning Centers implement the Pinnacle Program Curriculum and staff development models. The Early Learning Centers are QRIS certified and licensed through the State of Nevada while implementing all Nevada childcare standards. The Early Learning Centers believe play is at the center of learning. The Pinnacle Curriculum can be altered to meet the needs of each child.

Behavior Guidance Policy

Part of what children are learning in their early years is how to have a good relationship with others and what behaviors are appropriate in different situations. We take a proactive and preventive approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate behaviors.

If a child's behavior is impeding the learning of the other children in the classroom, the Center Director will be contacted.

If the behavior problem is still not resolved, the Director will request a meeting with the child's parents at a time that works for them, to discuss the problem behavior. If a child's behavior results in an injury to themselves or another child or staff member, the child's parents will be notified as soon as possible, the child will have to be picked up, and written documentation of the incident will be provided to the parents and placed in the child's file.

Disruptive behavior, hitting, bullying, extreme aggression, and running out of the classrooms are not tolerated. If the behavior continues the child will be given a warning and then a one-day suspension from the center. Once the child returns from his/her first suspension, if another write-up occurs the child will be suspended for one week.

If the above steps fail to resolve the behavior problem, the program may ask parents to obtain care for the child at another center.

Biting

Biting is developmentally appropriate for infants and toddlers. For a child older than age two who is biting, the key is to determine why the child is biting and address those issues.

At the Early Learning Centers, we strive to provide children with environments where everyone feels safe, happy, included, and respected. In order to maintain these standards, the following policies apply when biting occurs:

- Parents who have a child that bites will be notified via telephone as soon as possible after the biting incident.
- Parents who have a child that bites two times in a day will be called to pick up the child.
- If the biting continues with no improvement the director has the right to terminate enrollment.

Outdoor Play

Outdoor play is critical for young children. Many of the developmental tasks that children must attain (ex. exploring, risk taking, fine and gross motor development, and social skills – can be most effectively learned through outdoor play.) Outdoor play is enjoyed at least twice a day for 20-30 minutes weather permitting. It is the parent’s role to make sure they send their child(ren) in weather appropriate clothing.

Infant and Toddler Supplies

When it comes to feeding infants and toddlers, we know each child is different. That is why we typically require you to bring all food for your child until they begin eating table food.

Bottles should be brought to the center each day already prepared unless state guidelines or formula directions require otherwise. If premade bottles are brought, they will be stored in the refrigerator. Bottles will be rinsed but not washed and returned to the child’s bag that is to go home every day. All bottles are labeled with the child’s name and date, a bottle should be brought for each feeding that the child is in our care. Pacifiers and the container need to be labeled with the child's name. Pacifiers and bottles are to be sent home every night to be sanitized. Staff will sanitize pacifiers throughout the day as needed.

Shoes

When entering the infant room, adults are asked to remove or cover their street shoes. Removing shoes decreases the amount of dirt and debris that is tracked in and helps prevent injury should an adult step on a child’s fingers or toes.

Bathing

Children are not routinely bathed at the centers. However, children who have been involved in extremely messy play or who have soiled themselves outside the diaper area will be cleaned appropriately. A mild liquid soap formulated for babies will be used unless parents have instructed staff otherwise. Soiled clothing will be wrapped in a plastic bag and placed in the child’s cubby for laundering at home.

Safe Sleep Policy

Infant room staff will ensure that infants who have not reached 18 months of age are always placed on their backs to sleep.

- Infants who can turn over from front to back and back to front will be placed on their backs to sleep but may then choose their own sleeping positions.
- Infants are not swaddled. Only sleep sacks may be used.
- All infants will sleep in cribs. Car seats, swings, and infant seats are not designed for safe sleep.

Rest Time

- All children at the Early Learning Centers for more than 5 hours per day must take a rest period.
- Each child has his/her own cot that has been labeled with his/her name, children will sleep on the cot.
- Sheets are to be stored in the back of the child’s cot; all children’s belongings are sent home weekly to be laundered. Bedding that is provided by the facility is cleaned weekly unless soiled then it is cleaned more frequently. Families will be updated through Brightwheel of rest periods that are taken by their child.
- Children nap in their own classrooms at nap time.

Diapering

According to the DWSS Childcare Licensing, children must be checked/changed at least every two hours. Parents are to provide diapers and wipes. Families will be updated through Brightwheel of each diaper change/check and each classroom with diapering children also has a diaper log.

Toilet Learning

When the signs for toilet readiness are present, staff will make it convenient for the child to use the bathroom and provide help as needed. Parents will be asked to support toilet learning by dressing the child in loose-fitting clothing that the child and teacher can easily remove. Teachers are available and helpful with toilet learning

however, teachers do not hover or push children to the toilet. Teachers will instruct and assist children in washing their hands after using the toilet. Children will not be forced to remain on the toilet for a long time or be punished for wetting or soiling their clothing.

Developmental Screening Tools

Children are assessed within three months of enrollment and biannually thereafter.

Health and Safety

Handwashing

Handwashing is the most effective way to reduce disease and the spread of germs. The importance of frequent handwashing by adults and children cannot be over-emphasized. Children's hygiene habits will be encouraged and guided by teachers while at the center. Children's hands and faces will be washed as needed. Handwashing procedures are posted in each classroom.

Cleaning and Sanitizing

Staff protect themselves and the children by conducting good cleaning and sanitizing procedures on a routine basis. These procedures of infection control are designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection. Bleach mixed with water in accordance with the DWSS recommendations is the sanitation agent used at all Early Learning Centers to help reduce disease and the spread of germs.

Immunizations

State law requires that children must be up to date on immunizations in order to attend child care unless excused because of religious belief or medical condition, if a child is excused, proper documentation should be on file. Children without proper immunizations or exemptions will not be enrolled in the Early Learning Centers. Children who are exempt from immunizations may be asked to be excluded from care during an outbreak.

Inclusion and Exclusion of Sick Children

The following guidelines from Elko County DWSS Child Care Licensing determine when children must be excluded from care:

- Fever over: Oral – 101.0 degrees Axillary – 100.0 degrees.
- Infectious Rhinitis, i.e., colored nasal discharge or nasal congestion associated with a cough or fever.
- Vomiting, regardless of the reason.
- Conjunctivitis – Pink eye or thick discolored drainage from the eye.
- Cough associated with respiratory infection.
- Skin rash and/or skin eruptions of unknown origin.
- Parasites such as nits, lice, etc.
- Diarrhea – change in consistency, frequency, color, or odor of stool that is uncontainable.
- Children's allergies that result in runny nose or red eyes must be documented in writing by the child's physician.

Parents will be notified immediately if the child(ren) become ill. Parents must pick up the sick child within one hour of notification. Children who exhibit any of the above symptoms may not return to care until symptom-free for 24 hours. Parents are to notify the facility if the child has a communicable disease.

Communicable Diseases

Our Preparedness and Response Plan will be followed during any pandemic period. Center for Disease Control, Department of Health and/or State Child Care Licensing Rules will be followed. Response will include but is not limited to; monitoring symptoms in staff and students, practicing social distancing, following proper hygiene protocol, implementing any/new safety equipment, isolating staff and/or students infected, decreasing class sizes, and transparent communication with families and regulating agencies.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the CDC. The Early Learning Centers reserves the right to refuse to allow a child to return if the Director or designee believes

the child to be too ill to participate in the program. If your child has been exposed to a communicable disease, the director can request a doctor's note if the child is showing symptoms.

Medication Administration

Prescription medication is only administered by designated Early Learning Centers staff. Parents should provide medication in its original container with the child's name and dosage. Over-the-counter medication is not administered at the center unless accompanied by a written request from the physician and/or written permission from the parents. A form for medication administration may be obtained from the Director. The medication administration form must be on file prior to any medications being administered at school.

Medication should not be left in children's backpacks or diaper bags.

Topical over-the-counter creams or ointments do not require a note from the physician and may be administered with parent permission and a current medication administration form completed by the parent.

All medication will be stored in a Ziplock bag along with the medication administration form in a lockbox out of reach from children.

Mandated Reporting Requirement

All staff are trained to recognize the signs and symptoms of child abuse and neglect. All staff are mandated by Nevada Revised Statutes to report suspected child abuse or neglect to the child protective services agency or law enforcement. Child Care Licensing regulation (NAC 432A.410) requires staff in early care and education settings to report suspected abuse or neglect within 24 hours.

Grievance

If a family has a complaint the first contact would be the Director to voice your concerns. In the event your Director is unable to resolve the problem or concern to your satisfaction, or if the Director is the subject of your grievance, you may submit your grievance, in writing, to the CEO. If your complaint is not resolved by the CEO, you may put in a written complaint through the Nevada State Child Care Licensing.

Substance-Free Environment

We are committed to fostering and maintaining a healthy and safe environment for everyone. The use of tobacco, drugs, or alcohol is prohibited on any Boys and Girls Club/Early Learning Center facility grounds.

Weapons and Violence

Family members, children, and guests are prohibited from possessing firearms or other weapons on our property. If children are found to be in possession of weapons, the center Director will confiscate the weapon and notify proper authorities. When a particular child or parent's behavior threatens the safety of others, or if a child or parent becomes abusive toward other children, parents, or staff in the center, we may disenroll the child immediately.

Child Nutrition

The Early Learning Centers will provide a mid-morning and a mid-afternoon snack with a variety of foods that broaden children's food experiences. Children are encouraged but not forced to eat or taste food. Children and teachers eat meals and snacks family style, with the exception of infants and young children who require adults to feed them. Parents are required to bring their child(ren) a breakfast, lunch, and dinner if the child(ren) are in our care during that time. There is no additional fees for snacks that are provided by our facility.

Early Learning Centers follow meal pattern guidelines from the USDA Child and Adult Care Food Program (CACFP). Menus are posted at each center.

Drinking water is readily available and offered to children throughout the day. Should any other dietary measures be met, it is the family's responsibility to provide those measures.

Allergies and Chronic Medical Conditions

Every effort is made to accommodate and protect children who have food allergies. Each child with an allergy shall have:

- Written instructions regarding the child's allergic condition and steps that need to be taken to avoid that food or substance.
- Written description of specific symptoms that would indicate an allergic reaction and a detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses, and methods of administration of any medications.

- Children's food allergies are kept in the classroom and/or wherever food is prepared and served for only the staff to see.
- Staff will notify parents of any suspected allergic reactions, the ingestion of the problem food or contact with the problem food, even if a reaction did not occur.

Parents who have children with food allergies are asked the following; a detailed treatment plan will be implemented in the event of any allergic reactions, including the names, doses, methods of administration of any medications. Children with allergies are posted in the classroom and each teacher is notified. In the event of a child is choking we respond with first aid procedures. We would try to remove the object that is blocking the airway, if that is unsuccessful we would proceed with the Heimlich maneuver and calling 911.

Infant-Toddler Nutrition

Infants are fed on demand, and toddlers move toward regular mealtimes unless otherwise instructed in writing by the child's parent and/or health care provider. Demand feeding meets the infant's nutritional and emotional needs and provides an immediate response to the infant, which helps ensure trust and feelings of security. Bottles must be labeled with the child's name and date prepared. Children will be held when being bottle fed. Propping bottles is prohibited. Toddlers are encouraged to hold and drink from a cup, to use a spoon, and to use their fingers for self-feeding. Sufficient time is allowed for each child to eat with extra assistance and time provided for slow eaters to ensure an enjoyable eating experience. Mealtimes with children are not a time to worry about mess. Exploring food is often as important as eating. Children should be encouraged to use utensils, and utensils are offered when developmentally appropriate.

Breast Fed Children

Breast feeding is encouraged and supported by Early Learning Center staff. If expressed breast milk is provided for staff to feed the baby, the Early Learning Center will follow the CDC guidelines on proper storage and preparation of breastmilk.

School Closings and/or Community Emergencies

In cases of weather Early Learning Center will close only when authorized by the Director.

Early Learning Centers do not follow closures issued by Elko County School District.

Center administrators will contact parents of closures via phone calls, texts, emails, Facebook, or voice messages at the Center.

Emergency Plan

The Early Learning Center conducts monthly fire drills and quarterly emergency/evacuation, and lockdown drills. During a fire/emergency/lockdown drill or real fire/emergency/lockdown situation, parents may not sign children into or out of the center. Parents must wait until the drill is complete and children have returned to the building to sign their child into the center. Parents may wait with the child's class in the designated safe zone outside of the building until the drill is complete.

In the event of a real fire/emergency/lockdown situation, the Director or designated staff member will inform each classroom teacher that the school will be closing. At this time, any parents waiting to sign their child in will have to leave the premises with their child. When parents arrive to pick up their child, we ask that you wait until the Director or designee has accounted for all staff and children and has given the staff permission to release children. All other parents or emergency contact persons will be notified by telephone of the situation. Emergency exit plans are posted in all classrooms near the entry way. Emergency plans are in all Early Learning Centers.

Upon arrival parents must:

- Accompany children into the classroom. All non-enrolled children must remain with their parent.
- Sign children in on the attendance sheet.
- Make sure the teacher is aware of each child's arrival.
- Inform staff of any special information regarding the child including illness, loss of sleep, appetite, injuries, etc. that could affect a child's disposition.

Siblings or other children must not be left unsupervised in vehicles.

Elko-near site evacuation is east of the building, near the dumpster. Elko- far site evacuation is the Elko

Convention Center. 700 Moren Way Elko, Nevada 89801.

Spring Creek- near site evacuation is west of the building, near the white chain link fence. Spring Creek- far site evacuation is the Schuckmans Sports Complex, Springfield Parkway, Spring Creek, NV 89815.

Safety & Security

At Early Learning Centers we take safety and security of our children very seriously. We have taken several precautions to ensure that our centers and children feel safe and are safe. All facility doors remain locked at all times. All unknown visitors must present an ID and be on approved list.

All children must be signed in and out on our paper roster and/or computer system, and other attendance procedures must be followed in accordance with our center's local child care licensing regulations. We also require you to make direct contact with a center staff member when dropping off or picking up your child from the center.

Departures and Authorization for Pick-up

Staff will only release children to authorized persons whose names appear on the enrollment form, the emergency contact form, a handwritten authorization needs to be provided by the parent prior to the pick.

Emergency contacts should be current at all times.

Staff are required to request identification from any unfamiliar person before the child will be released.

Anyone who does not provide identification will be turned away.

The Early Learning Centers policy of releasing children to authorized persons is applied as a daily routine, as well as during emergency or evacuation situations.

Law enforcement could be contacted if an authorized pick up is suspected of being under the influence of drugs or alcohol.

Transportation

The Early Learning Centers does not provide transportation.

Parking

Parking lots are busy places during drop-off and pick-up times. Please be aware that the speed limit is 5mph.

Please ensure children are holding the adult's hand or being carried by an adult when in the parking lot.

Minor Injuries and Accidents

In case of minor injury staff will perform routine hygienic measures such as washing wounds and applying bandages. An accident report form will be used to document minor injuries. Parents will be asked to sign the form and will be given a copy. In the event of an injury or accident require medical attention the Early Learning Centers will notify childcare licensing immediately either by phone call or email.

Medical Emergencies

In case of a medical emergency:

- First aid will be administered (all staff are trained in First Aid and CPR).
- 911 will be called if necessary.
- The parent or emergency contact will be notified as soon as practical.
- A staff member will accompany a child who must be transported to a medical facility if the parent is not on scene.
- All actions will be documented on the accident report form.

Changes in policies

The fees, procedures, and policies stated in this handbook are subject to change at the discretion of the Boys and Girls Clubs/Early Learning Centers of Elko. Families will be notified of any changes.

Questions about Policies and Procedures can be addressed to the Director.

Director: Jamie Sprouse

Tel: 775.738.2759

Club: 775.778.9557

Email: childcare@bgcelko.org

Parent/guardian Signature

I have received the Parents Handbook provided by the Early Learning Centers. I understand and will abide by all the rules and regulations in the booklet. All parents/guardians, staff and childcare licensing will receive a copy of this handbook. Parents/guardians, staff and childcare licensing will be notified of any changes made to this handbook.

X

Parent/ Guardian- Print

X

Parent/Guardian Signature

X

Child's Name- Print

X

Date

X

Director/ Owner Signature

X

Date

If you have any questions regarding anything in this handbook, please do not hesitate in asking.

-Early Learning Centers Director