

Jerry B. Robinson Child Care Center

Family Handbook



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Living Document

The Richland Area Child Care Organization reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies as they see fit, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. Families will be notified as soon as the board approves of the changes.

General Information (Section 1)

1.1 About Richland Area Child Care Organization

On July 29, 2022, the newly formed Richland Area Child Care Organization was incorporated as a nonprofit for the purpose of providing high quality, local childcare to the community of Richland. This group is dedicated to increasing the supply of quality childcare in the Richland area.

Through the generosity of Jerry B. Robinson, Riverboat Grant, Liberty Savings Bank, and Cambridge, Richland has been blessed with a safe, nurturing, high quality, child care that can currently serve up to 65 children. Jerry B. Robinson, a benefactor, has made it possible for the Jerry B. Robinson Center to be built in Richland, Iowa. This building will house the Richland Area Child Care Organization. Mr. Robison's parents, Bruce and "Fron", were longtime business owners in Richland.

The RACCO Board of Directors have poured their hearts and souls into this project as they believe in the community of Richland and want to support our friends and neighbors with high quality child care here at home.

Richland Area Child Care Organization looks forward to partnering with area organizations and groups to bring as many family and educational services to our community. Such as but not limited to I-Smile, Lions Club Vision Screening, partnering with the Area Education Association / AEA for hearing screens, evaluations, assessment and teacher and staff support. Our child care center is not just serving the child, but the community as a whole, and we look forward to growing within the Richland Community.

Richland Area Child Care Organization is licensed by the Iowa Department of Health and Human Services and a copy of our license can be found displayed in the lobby.

1.2 RACCO Philosophy

At Richland Area Child Care Organization, we believe that every child deserves a fun, loving, educational experience where they and their family know they are safe and accepted; with assurance that their individual needs are met, so they can form autonomy, grow, and explore the world around them as they develop into the amazing person and community member they are meant to become.

1.3 RACCO Mission Statement

Richland Area Child Care Organization will provide child care that meets the needs of each child and family in a safe, educational environment.

1.4 RACCO Board Of Directors

Richland Area Child Care Organization is guided by a Board of Directors made up of volunteers. Board members willingly contribute their time, talents, and desire for quality early childhood experiences to ensure Richland Area Child Care Organization is fiscally sound and maintains the highest developmentally appropriate and quality

standards. The board is led by the chairperson, selected by the Board to serve a 2 year term. Multiple consecutive terms are permitted. Requests to address the board may be submitted via email to raccobod@gmail.com.

1.5 Purpose of Client Handbook

Legal Reference: 441—109.4(2 & 5)

Richland Area Child Care Organization and the Richland Area Child Care Organization Board of Directors (RACCO) developed this staff handbook to

- Help educate our clients in regard to the fundamental values that build our organization
- Share the goals and expectations of our organizations
- Inform you of your rights and responsibilities as a client of Richland Area Child Care Organization
- Give you access to Richland Area Child Care Organization policies and procedures

The Richland Area Child Care Organization Client Handbook is not an all-inclusive document and is not intended to provide strict interpretations of our policies. This handbook is not a contract and does not express or imply a guarantee of acceptance in our program and is not intended to sway a client to accept a child care slot at Richland Area Child Care Organization. Feel free to ask the child care director questions about any of the information within this handbook.

This handbook supersedes all client policies and manuals previously distributed, made available, or applicable to clients.

1.6 Location

Richland Area Child Care Organization is located in the Jerry B. Robinson Center at 101 South Walnut Street, Richland, Iowa 52585.

1.7 Staff Qualifications

All staff, volunteers and RACCO board members undergo a background check. Staff must meet HHS requirements which include Mandatory Reporter Training, Universal Precautions and Infectious Disease Control, CPR First Aid, Child Care Essentials which covers the ten HHS health and safety areas. The Center also has staff complete select CACFP training, Early Childhood Passport, Iowa Early Learning Standards and more as determined by the child care director.

1.8 Clientele Served

Richland Area Child Care Organization provides care for children aged two weeks through twelve years. We provide an inclusive environment and will do our best to serve all children including those who may have health or developmental needs in compliance with the Americans with Disabilities Act (ADA). Please note: limitation of accommodations may exist for children whose needs require extreme facility modifications beyond the capability of the facility's resources.

1.9 Days and Hours of Operation

Monday - Friday approximately 6am - 6pm

1.10 Holiday Closures

Richland Area Child Care organization is always closed on

Revised August 2025

- New Years
- Memorial Day
- Independence Day
- Labor Day
- The day of and after Thanksgiving
- A Two-Day Christmas Closure

If we are to be closed on other occasions, we will notify families through the Playground App.

Policies and Procedures (Section 2)

2.1 Enrollment

2.1.1 Center Tour

Potential clients interested in enrolling their child(ren) are encouraged to call the center at (319) 456-5660 to schedule a tour and discuss programming. A time can also be scheduled for completing enrollment.

2.1.2 Registration

There is an annual registration fee of \$15 billed out at time of enrollment and in the fall of every year. This fee covers the cost of client file reviews and updates.

2.1.3 Enrollment Priority

Our enrollment priority is as follows

1. Staff Member child (So that they can attend work and provide care of other children)
2. Full time enrollment
3. Siblings of a full time child
4. Part time enrollment
5. Drop ins

2.1.4 Licensing Capacity

Richland Area Child Care Organization has a capacity of 65 clients being served at one time.

2.1.5 Requirements Prior to Attendance

- Completed physical and immunizations
- Completed enrollment packet
- Completed safe sleep form (infants)

2.1.6 Care Schedule

Families are asked to submit a schedule of care prior to their child's start date. We ask that a written two week notice of change in schedule be submitted and approved prior to a schedule change. This is important as we must schedule staff so that ratio is maintained and the safest and best care is provided. If your child is going to be late or absent please notify the center as soon as possible. If your schedule changes from week to week, we need your care schedule by the Thursday before at 5 p.m.

2.2 Financial Policies

Richland Area Child Care Organization is a prepaid service. You will be asked to submit payment on Monday for the following week's care. Payments may be made by card on our Playground App (preferred), or at the center in the form of cash, or check.

	Infant	Toddler	Preschool	School Age (School in Session)	School Age
Full Time	\$256.60	\$256.60	\$195	\$82.50	\$165
Part Time	\$128.30	\$128.30	\$97.50	N/A	\$82.50
Drop In	\$52	\$52	\$35	\$16.50	\$33

Fees

Registration Fee \$15 at time of enrollment and annually thereafter

Late Pick-up \$5 for every 1 - 15 minutes (Starting after the first ten minutes late)

Late Payment = \$10 each week payment is late

No Call, No Show or Late Drop -off (without notification) = \$5

Returned Check = \$25 plus bank fees

2.2.1 Refund Policy

Richland Area Child Care Organization does not offer refunds.

2.2.2 Absence Policy

Richland Child Care Center bills for the entire week which means you will be charged for absent days. If you receive Child Care Assistance, they will pay for up to four absences per month. If you receive Child Care Assistance and you exceed the number of absences that the state pays for, you will be responsible for paying for those days.

2.2.3 Tax Statement

Families can obtain this information independently on the Playground site.

2.3 General Center Policies

2.3.1 Late Pick Up Procedures

If you are late picking-up your child and no contact has been made the center staff will attempt to reach you 3 times then start calling your emergency contacts. If your child is still here 15 minutes after closing the center director will be notified. If 20 minutes after closing, 5 attempts to reach guardians and 3 attempts to reach each emergency contact has been made with no success, then the authorities will be notified that a well check needs to be conducted, and there is a potential of an abandoned child. We will then proceed based on the recommendations of authorities.

2.3.2 Sign In/Sign Out

You will receive a code to enter the front door of the center upon enrollment; a staff member will let you into the correct hallway so you can walk your child to their classroom (you may need to call the center if no one is at the front desk when you arrive). Upon arrival, you will need to sign your child in on the Playground App. The app will track what time the child arrived/left and who dropped off the child or picked the child up. A staff member will provide you with a tablet to sign in on. If your child is arriving from school, a staff member will sign them into the Playground App for you. You will also need to sign your child out on the Playground App when you depart for the day.

2.3.3 Accident and/or Incident Reports

If an accident or incident occurs an incident report will be completed. Minor incidents will be sent out on the Playground App. If a bandage, care, or intervention is offered, a more official incident report will be made. Families will be asked to sign off on the incident report made.

2.3.4 Client Handbook Agreement

All families will need to read the client handbook and submit a signed acknowledgement form. This document will also be available on the Playground App and on our website: richlandchildcare.godaddysites.com.

2.3.5 Consistent Classroom Daily Schedules

Developmentally appropriate daily schedules will be posted outside of each classroom. These schedules will include before and after school care as well as rest times and meal times.

2.3.6 Care Outside of Operational Hours

Richland Area Child Care Organization does not encourage or recommend private babysitting arrangements between clients and staff. Pre-approval and a prior relationship should be in place for any staff member to be listed as an emergency contact or authorized pick-up (this may not interfere with their work duties).

2.3.7 Birthdays

Birthdays are a special time for children and families. If you would like to send in a snack or treat please speak with the director or on-site supervisor.

2.3.8 Inclusion Policy

The Richland Child Care Center is committed to providing an inclusive, welcoming, and supportive environment where all children can meaningfully participate in activities, develop their potential, and feel a sense of belonging. This policy outlines our approach to meeting the individual needs of every child, supporting families, collaborating with specialists, and ensuring access to appropriate resources and plans.

2.3.8.1 Meeting the Individual Needs of All Children

We recognize and value each child's unique strengths, abilities, cultural background, and developmental needs. Our staff adapt activities, materials, schedules, and environments to ensure meaningful participation for all children, including those with disabilities, developmental delays, or special health needs. We implement individualized strategies, visual supports, adaptive equipment, and modifications to the curriculum as needed. Staff are trained to use positive guidance techniques and developmentally appropriate practices to support learning and social-emotional growth.

2.3.8.2 Specialized Training

Our program actively seeks and participates in specialized training opportunities that address inclusion, cultural responsiveness, disability awareness, and strategies for supporting children with diverse needs. Training topics may include: implementing IFSPs/IEPs, working with adaptive technology, supporting children with sensory or behavioral needs, and collaborating with families and specialists. We access training through Area Education Agencies (AEA), Early ACCESS, Child Care Resource & Referral, Iowa Department of Health and Human Services, and other professional development organizations.

2.3.8.3 Partnering with Parents to Support Children

We believe parents and guardians are the primary experts on their child's needs and goals. We maintain open, ongoing communication with families through daily updates, scheduled conferences, and written reports. Families are invited to share input on strategies, cultural practices, and accommodations that help their child thrive. We collaborate to set goals, track progress, and celebrate successes together.

2.3.8.4 Partnering with Specialists to Support Children

With parental consent, we work closely with specialists such as speech-language pathologists, occupational therapists, physical therapists, early interventionists, mental health consultants, and medical professionals. Specialists may observe children in the program, provide recommendations, and train staff in implementing strategies. Our program ensures that recommendations from specialists are integrated into the child's daily routines and activities.

2.3.8.5 Storage and Implementation of Children's Care Plans

Copies of all relevant care plans (including IFSPs, IEPs, Individual Health Plans, or Behavior Support Plans) are stored securely in the **child's confidential file** in the program office. A copy is also available in the classroom in a secure, staff-accessible location so that teachers can implement strategies consistently throughout the day. Plans are reviewed regularly with staff to ensure accommodations and supports are up to date. Only authorized staff directly working with the child have access to these plans.

2.3.9 Bringing Items From Home

Please Bring: Diapers, wipes, additional clothes, and any necessary formula for students in the infant and toddler rooms.

Please DO NOT Bring: toys, electronic devices, medications, drug paraphernalia, lighters, weapons.

2.3.9a Food Brought from Home or Supplied by Clients

The center asks that parents refrain from bringing food from home unless it falls into one of the following categories.

Breast milk must be labeled with breast milk suppliers name, date supply was collected, name of the infant who will be receiving the breast milk. Breast milk must be supplied in a bag intended to store breast milk and be delivered to the facility frozen or freshly collected. Breast milk will be stored in the freezer of the fridge in the infant room. If freezer space is inadequate it may be stored in the freezer in the kitchen in a designated area.

Infant Formula must be in original packaging within the expiration date free of other contaminants such as added infant cereal.

Foods for infants and toddlers who are just starting to eat new and solid foods must be labeled with contents, date prepared, name of child to receive contents. These items will be stored in the clients classroom when possible; if storage is inadequate in the classroom they will be stored in a designated area in the kitchen.

Children with allergies and/or medical conditions must have proper paperwork filled out for the CACFP and medical paperwork for the child's file. Their food must be labeled with contents, clients name, and date prepared if necessary. When possible please provide these items in a sealed store package. These items will be stored in the clients classroom when possible if storage is inadequate in the classroom they will be stored in a designated area in the kitchen.

If a food item is being supplied for a special occasion it must be provided in the original store packaging with ingredients and allergy listing, and be properly dated. These items will be stored in the clients classroom when possible if storage is inadequate in the classroom they will be stored in a designated area in the kitchen.

The Richland Area Child Care Organization will ensure that food brought from home is properly supplemented if necessary for children under the age of 5 years by following the CACFP guidelines.

2.3.10 Playground App

The Playground App is not only how you will sign your child into and out of care, but so much more! You can use this system to update the center on your child's care schedule for the week as well as receive updates on your child's activities throughout the day including what they eat for lunch and when they are resting. Incident reports will also be logged on the Playground App.

2.3.11 Child Access / Open Door

Richland Area Child Care Organization provides their clients' families unlimited access to their children during our hours of operation while their children are in the care of our center, unless parental contact is prohibited by court order. They are provided access to the staff member providing care to their child and should be welcomed.

Family members who are present for over 10 minutes will need to complete a volunteer form and be approved by the RACCO BoD's. This policy is waived during special events where a family member is invited into the class.

2.3.12 Authorized Pick Up

The Playground App allows us to keep an up to date authorized pick up list. Only those on the authorized pick up list will be allowed to pick up the child from care.

2.3.13 Faith Based Activities

Richland Area Child Care Organization does not follow any faith or religious practice or schedule, however activities often center around a holiday theme. Please submit in writing if you do not want your child participating in said activities.

2.3.14 Program Assessment, Accountability, and Perpetual Improvement

Richland Area Child Care Organization strives to be at its best by providing childcare that meets the needs of each child and family in a safe, educational environment. Some of the ways in which we will be achieving this is by participating in the Iowa Quality For Kids program, the Child and Adult Care Food Program, working with the Child Care Resource and Referral team, and the Child Care Nurse Consultant. The Richland Area Child Care Organization is overseen by a board of community members.

2.3.15 Family Communication

Communication between families and teachers is vital for us to provide the best possible care for children. Families can expect: daily communication via the Playground app, monthly newsletters, notification of any injuries, family conferences, and assessments of children's progress, routines, and interests to keep families informed about their child's development.

2.4 Behavior Management

The Richland Child Care Center focuses on the prevention of potential problems and teaching the skills to identify and react to them to help alleviate potential stress. Staff maintain a realistic expectation of behavior based on the knowledge of the child and of child development. The environment, lessons, and routines are designed to meet developmental expectations while keeping everyone engaged. Staff model respectful and appropriate behavior as well as problem solving and resolution outcomes for children in a positive and welcoming environment.

Potential discipline strategies used by staff may include providing simple clear limits, modeling appropriate, respectful behaviors and interactions, redirecting inappropriate behaviors towards desired outcomes, providing choices, helping children problem solve, helping children understand their emotions/ feelings and those of others, and providing safe, logical and natural consequences for their actions.

Minor behavior occurrences will either be communicated to parents via the Playground App or verbally upon pick up.

Aggressive behaviors will not be tolerated. If behaviors are out of the teachers' control the family may be contacted and asked to pick up their child. A conference will be scheduled whether formal or informal after said behavior occurs. Aggression may lead to suspension or expulsion, although we will make every effort to avoid these avenues.

Under no circumstances will corporal punishment or physical discipline be used at the Richland Child Care Center.

2.3.1 Biting

Biting is an expected part of early childhood. Some children may take longer to grow out of biting as they are learning to communicate their needs. Children bite for many reasons. Children bite as a way to explore the world, soothe pain when teething, and to gain attention.

When biting occurs, staff will say "Ouch! no biting, biting hurts". This will be said firmly, but calmly. The biting child will be separated from the child that was bitten. Time to calm down will be allowed. Staff will continue close supervision on the child who was biting and provide comfort to the child who was bitten. If necessary, staff will provide an ice pack. If biting becomes a consistent problem for a specific child, an action plan will need to be established. Staff will record all bites on the biting log provided in both the infant and toddler classrooms. Parents and guardians will be notified of each biting incident on the Playground app.

2.3.2 Suspension, Expulsion or Discharge From Care

Richland Area Child Care Organization aims not to suspend or expel any student from care; however, if a situation cannot be rectified such actions may occur.

2.4 Educational Policies

2.4.1 Screenings and Assessments

The Richland Area Child Care Organization will be using a combination of Ages and Stages, Iowa Early Learning Standards, and Creative Curriculum to assess the development and needs of each child. Teachers and assistants will observe children in the program throughout the year by recording observations, taking anecdotal notes, using checklists, and other methods. These observations will be included in the children's records and can be shared during scheduled conference times. In addition to these observations, staff will use the Creative Curriculum screeners which provide individual learning activities to help each child develop.

2.4.2 Curriculum

Richland Area Child Care Organization provides a developmentally appropriate curriculum that enables children to explore and discover the world around them in accordance with Iowa Code 109.4(2) g. Our daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; indoor and outdoor playtimes; as well as child-directed and teacher-directed activities.

The center will use Creative Curriculum which aligns with the Iowa Early Learning Standards to plan daily activities. These standards include eight developmental areas: social emotional, physical well-being and motor development, approaches to learning, social studies, creative arts, communication, language, and literacy, mathematics, and science.

Creative Curriculum is a research-based and developmentally appropriate curriculum. This curriculum is designed to empower children to be confident, creative, and caring learners through play-based, hands-on investigations.

Technology will be used sparingly as an educational tool. Children at the center may use technology to listen to music, listen to read alouds, and sometimes to play an educational game with an adult.

2.4.3 Service Referral Policy

In the event that a program staff member feels that an assessment for additional services would benefit the child, such as social, mental health, educational, and medical services, including but not limited to a dental check-up, vision or hearing screening, the teacher will bring this to the child care director's attention, write a statement for the reason for the referral, a brief summary of the teacher's observations related to the referral (This should already be recorded in Playground App). A conference will be requested with the family, the teacher(s) and child care director will attend. The written statement will be provided to the parents at the meeting and a copy will be placed in the child's file.

Note: Families will not be told of a presumed issue or concern about development or need for services at pick-up or drop-off time. It is important to have dedicated time to discuss this with the families.

We will offer assistance to the child's family in making a referral when applicable and shall have written parental consent before any referral is made. Supportive services to the program, including consultation and educator training, may also be an option pursued. The Director shall maintain a written record of any referrals, including the family conference and results.

Richland Area Child Care Organization will make every effort to make reasonable accommodations described under the Americans with disabilities act. In some circumstances the accommodation or modifications requested

may be out of Richland Area Child Care Organizations capability or our facility and/or resources. Unfortunately if this situation arises and there is no other alternative the Richland Area Child Care Organization will not be able to provide services. If at some point our capability to accommodate changes we will reach back out to the potential client and allow them to know of the change in circumstance and offer to re-evaluate.

Richland Area Child Care organization will follow the Child Care Assistance (CCA) guidelines in determining if a special care rate applies. Below is a copy of the CCA “special needs” qualifications from form 470-5321 (Rev. 01/19)

A child with “special needs” meets one or more of the following conditions:

- A physician or a school psychologist endorsed by the Iowa Department of Education has diagnosed the child to have a developmental disability that:substantially limits one or more major life activities, and requires professional treatment, assistance in self-care, or the purchase of special adaptive equipment.
- A qualified intellectual disability professional has determined the child to have a condition that impairs the child’s intellectual and social functioning.
- A mental health professional has diagnosed the child to have a behavioral or emotional disorder characterized by situationally inappropriate behavior that:deviates substantially from behavior appropriate to the child’s age, or significantly interferes with the child’s intellectual, social, or personal adjustment.

2.4.4 Classrooms and Transitions

Richland Area Child Care Organization offers 4 Classrooms

1. Infant and Toddlers - newborn to 18 months
2. Two’s - 18 months - 36 months
3. Preschool - 3 - 5 (Not yet in Kindergarten)
4. School Age - Children enrolled in kindergarten - sixth grade

Children will move to the age appropriate classroom as they progress in age and or development.

Health and Safety Policies and Procedures (Section 3)

3.1 Rest Time

Children differ in how much sleep they need, how soundly they sleep, and the regularity of their sleep pattern. These differences are due both to the age of the child, (as a child moves closer to two, morning naps are usually not needed) and to the variances in body types and metabolism.

At the center, rest time will be a part of the daily schedule. Each classroom will have the lights off and may play soothing music or sounds at this time. Each child will have a very specific place to rest that will remain the same from day to day. Children will be reminded to use the restroom before rest time. Teachers will help children get settled and may even rub students’ backs if necessary. Children will be allowed to wake up naturally or woken with a soft and gentle voice if it is time for them to go home.

3.2 Safe Sleep (Infants)

Infants 12 months or younger are always placed on their backs to go to sleep. If the infant can roll from back to stomach to back, they are allowed to remain in the sleep position they assume after first being placed to sleep on their back.

Each crib will be labeled with the child's name and large motor milestones. The tight-fitting crib sheets will be washed once a week or more often if the sheet becomes soiled. All owner's manuals for the cribs are kept in the infant classroom. Center requirements for Safe Sleep include a firm mattress, one infant per crib, tight-fitting crib sheet, no swaddling, no toys, and no blankets or burp rags. Infants may have pacifiers that are not attached to anything with parent permission.

Staff members will complete nap checks every fifteen minutes. They will also monitor the temperature in the room using the small, portable, digital thermometer in the classroom. If a child falls asleep and they are not in their crib, the staff member will immediately transfer them to a safe sleep environment while removing any hazards such as bibs or hoods. If a child is asleep upon arrival, they will be immediately transferred to a safe sleep environment.

If the child cannot sleep on their back, the child's physician must provide documentation. This waiver must include a signature, the date signed, and the expiration date.

Upon enrollment, parents will sign a safe sleep policy document as well as the acknowledgement for this handbook. This policy is also posted in the infant room for staff as well as in the staff handbook.

3.3 Outdoor Activities

Outdoor play is an important part of learning in early childhood. Typically, children go outside twice each day. If your child is not well enough to play outdoors, he or she may rest in the office with the director or on-site supervisor. It is important for parents to provide the appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.). In the winter, children will go outside to play if the temperature is above ten degrees with the wind chill. In the summer, children will play outside as long as the temperature is below 95 degrees with the heat index. Parents must provide sunscreen in lotion form for their child. A sunscreen permission form must be completed. Sunscreen in an aerosol can or spray form is not allowed.

All playground equipment that requires installation will be installed and anchored according to the manufacturer's instructions. Fall surfacing will only be installed if a climbing play structure that requires anchoring is installed.

Monthly playground inspections will ensure that all sharp objects and broken equipment are removed. This includes missing or broken parts, protrusion of nuts and bolts, rust, peeling or chipping paint, sharp edges, splinters/rough surfaces, visible cracks, general wear and deterioration, discarded cigarettes, and stinging insects. Staff members should relay safety concerns to the director immediately upon noticing the safety concern.

3.4 Field Trips

At this time, the center does not own any vehicles. All field trips will be within walking distance. Groups of students who are leaving the building will have an extra adult with them (outside of the required amount for ratio) as well as emergency binders and communication devices so they can report back to the building.

When field trips become an opportunity for the center, parents will be notified at least a week in advance. They will receive notice of the date, time, location, and activities for the field trip. If the child does not receive

permission to attend the field trip, they will remain at the center in their typical classroom with either the center director or another adult.

3.4.1 Non-Center Activity

If your child leaves the center for a non-center activity such as a dance lesson or 4-H, you must arrange transportation and ensure that your driver is an authorized pick-up person. Please let the center know about these arrangements in person or via the Playground App as soon as you can.

3.4.2 Transportation Policy

Center staff may not provide child transportation at this time. If there is an emergency, emergency services will be contacted for transportation.

3.5 Cleaning and Sanitation

Proper hand washing is taught and practiced throughout (after using the restroom, before and after meal times, when returning from outdoor play, after water play) the day in each of our classrooms. A bleach-water solution is used to clean and sanitize each of our diaper changing stations. Bibs, rags, etc. are washed and cleaned daily. Bottles are cleaned and sanitized in the infant room after each use. Surfaces are wiped down and floors are mopped daily. Teachers deep clean the room at least once per week beyond the regular cleaning. This includes cleaning and sanitizing toys. All blankets, cot sheets, etc. are cleaned at the end of each week or sooner when necessary.

3.6 Potty/Toilet Training

For those children ready for toilet training, staff will: introduce the toilet area, assist the children with taking off and putting on clothes, teach children correct bathroom words, teach children to flush the toilet, assist with washing hands with soap and water.

Important: Staff will never leave a child unattended while using the toilet and no child will be forced to sit on or use the toilet.

3.7 Safety Drills

Fire, Severe Weather and Lockdown drills are practiced and documented monthly.

3.8 Nutrition

Richland Area Child Care Organization plans to participate in the USDA Child and Adult Care Food Program and operates accordingly. We offer a nutritious breakfast, morning snack, lunch, and afternoon snack. Our menu is displayed in the lobby. If your child has a special dietary need please see the director to determine how or if we can meet this need.

3.9 Access Policy

Any person in the center who is not employed or an approved volunteer shall not have unrestricted access to children for whom that person is not the guardian. Unrestricted access means that a person has contact with a child alone or is directly responsible for child care. Those who do not have unrestricted access will be under the direct supervision of a paid staff member of the Richland Child Care Center at all times and will not be allowed to assume any child care responsibilities such as diapering, feeding, and classroom instruction.

Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on the premises. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their on-site supervisor or director to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the shelter-in-place/lockdown procedure as indicated by the on-site supervisor or center director.

A sex offender (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A) shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center. Nor will they be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender's own child or ward to and from the center. The center director is not required to provide this permission and must consult with their DHS licensing consultant first. If the permission is granted, it will include the conditions under which the sex offender may be present, including the precise location in the center where the offender may be present, the reason for the offender's presence at the center, the duration of the offender's presence, and the description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

3.10 Medication Administration

If a child requires medication to be dispensed during the care hours, the following guidelines should be followed. Families are to fill out a Medication Authorization Form. If the medication has been prescribed by a doctor, and is in the original pharmacy container, labeled with the child's name and the doctor's name, phone, medication name, dosage and administration directions, we do not require a doctor's signature. If the medication is over-the-counter, we will require a doctor to fill out the medication form, including dosages and times. Medications will not be administered contrary to the physician's directions and / or directions on the original medication container. Families will bring the medication and form to the office. The Director will log the medication and put it in the locked medication box or locked container in the refrigerator. This information also needs to include the weight of the child if the child is enrolled in either the infant or toddler classroom.

Medications will be stored in a locked box in the office. Emergency medications will be within the first aid supplies out of the child's reach in the room the child's classroom. The Medication Authorization Form must remain with the medication at all times.

The designated person at the center with medication administration certification will dispense the medication when required, and record the time given on the Medication Authorization Form.

3.11 Medical Policies

Per Iowa HHS, a child should be temporarily excluded from an education or child care setting when the child's illness causes one or more of the following:

- Prevents the child from participating comfortably in activities
- A need for care that is greater than the staff can provide without compromising the health and safety of other children
- An acute change in behavior such as lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or a quickly spreading rash

- Fever with behavior change or other signs and symptoms in a child older than 2 months (e.g. sore throat, rash, vomiting, diarrhea)
- For infants younger than 2 months of age, a fever with or without behavior change or other signs and symptoms.
- A child with a temperature elevated above normal is not necessarily an indication of a significant health problem. A fever is defined as:
 - For an infant or child older than 2 months, a fever is a temperature that is above 101 degrees Fahrenheit by any method
 - For infants younger than 2 months of age a fever is a temperature above 100.4 degrees Fahrenheit by any method

If your child is exhibiting any of the above symptoms, your child will be removed from the classroom (staff permitting). You and/or your emergency contact will be notified and asked to have your child picked up within the hour. Your child will need to be symptom free without medication for 24 hours or have a doctor's written permission to return to care.

*If your child has lice, please keep them home from the center. They may return 24 hours after their first treatment.

3.12 Infectious Disease

Richland Area Child Care Organization aims to keep all children, families, and staff healthy. One way we do this is by reporting the existence of a communicable disease to the Iowa Department of Public Health when necessary as well as informing families of the potential exposure to a communicable disease and the symptoms to watch for. Confidentiality is to remain intact, and if your child is sick, their name will never be shared with others.

3.13 Supervision

Active supervision should be happening at all times and in all areas by all staff members assigned to ratio and those in the area which clients are occupying. An important piece of active supervision is name-to-face attendance. During this type of attendance, staff will call out each child's name and match it visually with said child, ensuring that each child is present and accounted for.

3.13.1 Supervision During Play and Daily Routines

Teachers, assistant teachers, floats and personnel as assigned or in the area clients are occupying should be constantly monitoring for safety. Staff members assigned to that area and/or are part of the child-to-staff ratio should be actively engaged in supervision and education. If a staff member is cleaning or prepping they need to ensure those activities do not interfere with actively supervising clients. Teachers are encouraged to help guide play by modeling, engaging, providing ideas, suggesting solutions, adding in vocabulary, encouraging cooperative play, writing, reading and more.

At all times staff should have a visual on the children within their child-to-staff ratio. This can be a challenge at times. Staff will position themselves where they have an optimal view but also be able to move around, assist and play with the children. Name-to-Face supervision should occur several times throughout the day especially if the door opens, a child enters or exits and/or changing activities.

When preschool and toddler children are in the restroom a staff member will be placed where they can ensure the safety of the child using the restroom as well as the children who are actively engaged in learning within the classroom.

Nap time is a time where little may be going on and is a time where staff may work on documentation, cleaning, preparation and other such items. Staff will also continue visual and auditory supervision at all times.

3.13.2 Supervision During Outdoor Activities

Staff will spread out to ensure optimal supervision. When a child is climbing a teacher should be near to offer assistance if a child loses their balance or needs suggestions on how to complete their climb safely.

Name-to-Face supervision and attendance will be taken when arriving to the outdoor play area and before leaving the outdoor play area to ensure that all of the children are present and the correct children. Staff will interact with children while on the playground. However, staff should not focus too much attention on one group for too long and make sure to look up to see what other children are doing periodically.

Staff will also keep an eye on the door. Nobody will go in without permission. If a child needs to go to the bathroom or get a drink, staff will go with the child, making sure there is enough coverage outside, and letting the outside staff know someone is going in.

3.13.3 Supervision During Transitions

Name to Face counts will happen during each transition.

3.13.4 Supervision During Meals

Prior to each meal, tables must be washed following the sanitizing procedure. All staff and children must wash hands before and after each meal, for at least 20 seconds. Staff will sit with the children at the tables and supervise all mealtimes. They will encourage children to try all foods but will not make an issue out of it. Children will not be forced or bribed to eat. Children in the school age and preschool groups are responsible for clearing away their napkins and trash and for wiping up spills. Children in the toddler room will be encouraged to clean up as developmentally appropriate. Staff will document the meal for the day and the amount that the children ate in the Playground app. They will also need to complete documentation for the Child and Adult Care Food Program.

3.13.5 Supervision While Away from the Facility

When away from the facility an extra staff member will be present Name-to-Face supervision will be occurring constantly.

3.13.6 Supervision During Water Play

Staff will provide touch supervision during water play. This may be inside at the water table or outside water activities through the summer. Children at the Richland Child Care Center do not have access to bodies of water. Children may not participate in water activities without a staff member present. The staff member must be within touching distance of each student.

3.14 State Health Requirements

Every child must have a physical on file that is dated within the last 12 month period as well as current immunization records and/or exemptions in accordance with 441 IAC 109.10(1)

Health records must contain the following;

- Any health insurance coverage
- A fully completed child care physical
- Up to date immunizations
- Emergency contact information
- Physician's name, office, number and location
- Dentist's name, office, number and location
- Eye Doctor's name, office, number and location
- Instructions for child's special health needs (as applicable)

3.15 Strangulation Prevention

The center does not currently have window blinds installed. If window blinds are to be installed, strings and cords long enough to encircle a child's neck will not be allowed, nor will looped cords be allowed. Tension or tie-down devices will be installed. All play items are monitored for strangulation hazards, especially the dramatic play items such as ties, scarves, necklaces, boas, etc. Dramatic play items with long straps will have the straps removed or shortened. Pacifiers will only be allowed when not attached to a strap. Parents are also asked to remove hood and neck strings from all children's clothing. Staff members must wear breakaway lanyards.

3.16 Oral Health

Dentist contact information will be kept in each child's file. If no dentist is listed for the child, the emergency dental contact will be the River Hills Dental Clinic located at 100 W. Main St. in Richland, Iowa. The child's dentist will be contacted in the case of a broken tooth or a knocked out tooth. Children will practice daily tooth brushing after eating in all classrooms. Staff will monitor toothbrushes to identify when they need to be replaced. Sippy cups and bottles will only be used at meal times (not nap times) to promote oral health and safety. The center will also promote oral health by teaching and providing children with healthy food choices per the USDA's CACFP.

Operating Procedures (Section 4)

4.1 Mandatory Reporting

All Richland Area Child Care Organization staff and volunteers are mandatory reporters.

4.2 Confidentiality

All files and client information (unless release is signed) is kept confidential and shared only with center staff as needed.

4.3 Nicotine Free Campus

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substances, such as drugs or alcohol, while at work, or on Richland Area Child Care Organization premises, or engaged in Richland Area Child Care Organization business. Prescription drugs or over-the-counter medications, taken as prescribed, are an exemption to this policy.

This is a tobacco and nicotine free campus; chew, vaping, cigarettes, nicotine gum and any other type of nicotine containing product are not allowed in the facility or on the grounds including in staff vehicles or vehicles used to transport children. Staff are prohibited from wearing clothing that smells of smoke while working.

The only medication allowed to enter a class is emergency medication (inhaler, epi-pen). Employees may not store prescription or OTC medications in their bag in a classroom. If you need to have medication it needs to be locked in your car or be properly labeled and locked in the medication box in the office - IAC 106.6 (7).

Anyone in violation of this policy may be subject to disciplinary action, up to and including termination. The center recognizes drug dependency as an illness and a major health problem. It is also recognized as a Safety and Security problem. Any employee who has a problem relating to either alcohol or drug abuse is strongly encouraged to secure counseling or appropriate treatment.

4.4 Emergency Information

A full copy of our emergency plan and procedures can be found on the Playground App. Richland Area Child Care Organization participates in monthly fire, severe weather, and Lockdown drills. These drills are documented and stored in our HHS Site binder.

Parent Handbook Acknowledgement (Section 5)

Parent/Guardian

I, _____, acknowledge that I have received access to a digital copy of the Client Handbook for Richland Area Child Care Organization . I have read and understood the contents of the staff handbook.

Signature Date

Parent/Guardian

I, _____, acknowledge that I have been offered a hard copy of the Client Handbook for Richland Area Child Care Organization . I have read and understood the contents of the staff handbook.

Signature Date

Child Care Personnel

I, _____, acknowledge that I have provided access to a digital copy and a hard copy of the Client Handbook for Richland Area Child Care Organization to the client. I have provided time for thoughts, comments, questions, or concerns in regards to the Client Handbook.

Signature Date