



# **Parent Handbook**

**Revised: July 19, 2021**

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Dear Parents, Grandparents, and Extended Family,

It is our pleasure to welcome you to our school. We are confident that this will be a blessed and rewarding experience for you and your little ones, as well as our Isle of Faith Child Development Center (CDC) family. We have a long history of meeting the needs of families in our community.

We want you to know that we love your family, and we are dedicated to providing the educational, social, and loving environment your children deserve. We know families are the most important people in the life of a child and we feel privileged to work alongside you to help prepare your child for further education. Our desire is to help each beloved child discover his or her strengths and special gifts through structured activities, free play, and in the powerful light of God's love.

We welcome you and look forward to greeting you personally. Our doors are always open, and you are invited to attend the church worship services to experience the family atmosphere with which God has graced this congregation. We offer adult small groups, young adult, and student activities as well as children's ministry programs in order to walk alongside you and your family as we grow together in Faith.

We appreciate the opportunity to be part of your child's year and your journey as the parent or guardian of a growing, independent preschooler and / or elementary aged child. It is our responsibility and desire to support you during this exciting time of development and change. Please do not hesitate to contact any of us to share thoughts, questions, or concerns you may have.

God loves you and so do we,

Will Clark  
Senior Pastor Will Clark

Debbie Giroux  
Associate Pastor & CDC Director

Maggie Deese  
Assistant Director Administration

M'Lis Strain  
Assistant Director Academics

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## ISLE OF FAITH CHILD DEVELOPMENT CENTER

### OUR PHILOSOPHY & GOALS

Isle of Faith's early childhood and school-age programs exist to provide a Christian foundation centered around the gospel of Jesus Christ while also providing a learning environment that nurtures each child's intellectual, physical, emotional, and social development. We believe, and research demonstrates, that quality early childhood programs develop characteristics which will affect children's lifelong love of learning.

Our goals are to provide a safe environment where children learn, create, explore, play, and rest. We strive to teach age-appropriate academic and social skills as well as foundational Christian beliefs integrated throughout all activities and interactions. We desire all children to value their identity as a child made in the image of God. We seek to identify and explore the passions and talents of children through enrichment opportunities and individualized attention.

We are partners in this effort with the family and as such seek to communicate, collaborate, and cooperate with the families. We seek to respect the family culture and diversity of each child and encourage families to share their culture with the classrooms. We encourage family involvement in decision-making as we seek the best for their child together. We will treat every child and every family with dignity and respect.

We strive to be a team of early childhood professionals who take this responsibility seriously. Our goal is to hire and invest in committed teachers who aspire to continuous educational expertise. All team members have a responsibility to respect each other to support a trusting and collaborative environment. We hold the expectation that all team members will honor God with their hearts, heads, and hands.

## **ADMISSION TO OUR PROGRAMS**

We follow Duval County's academic school year with the start of each class in August. Registration must be renewed annually. Currently enrolled parents will be extended a priority enrollment period each February where they may reserve their child and sibling's spot in the upcoming school year. Once open enrollment for the public begins, the priority placement is no longer guaranteed.

We enroll on a first come, first placed basis until the classroom is full. **Classroom placement is based on the child's age as of September 1.** Students will stay in that class for the school year. We do not move children to new programs at their birthdays; instead, each class will stay together for the school year. We do this in order to provide consistent adults and friends for your children to grow and develop with. (Note: Students entering 3-year-old class are expected to be potty trained prior to placement.)

To hold a spot, an application for enrollment and a non-refundable registration fee must be submitted. Then, prior to the child's start date all other forms must be turned in. This includes a current health and immunization record.

In addition, a one-week tuition deposit will be required the first week of enrollment. This deposit will be applied to your child's last week of enrollment with us. A two-week notice is required for withdrawal. You may have this deposit requirement waived by utilizing our Tuition Express credit card auto-payment option.

If you are enrolled and wish to withdraw just for the summer, we may not be able to hold a spot for the fall. Please notify the Director at least a month in advance of your plans. If we are unable to fill your summer spot, you may be asked to continue paying all or a portion of tuition to hold the fall spot.

## **NON-DISCRIMINATION POLICY**

Isle of Faith Child Development Center admits students of any race, color, gender, national and ethnic origin, religion, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **ENROLLMENT TERMINATION / EXPULSION POLICY**

We reserve the right to terminate enrollment at any time, with or without cause. Services may be terminated, for example, by willful destruction of property, if the child poses a threat to the safety and welfare of other children in our care, physical or verbal abuse by the parent towards the center staff, non-payment of fees and tuition, and/or refusal to follow center policies.

## **FEE SCHEDULE**

All programs include meals and snacks when operated during snack and mealtimes. We serve a snack in the morning, lunch, and a snack in the afternoon. We do not provide breakfast; but children may bring a breakfast with them to eat in class if it can be finished prior to 8:30 a.m.

### Full Day Programs:

- Infants (age 6 weeks to 12 months): Not currently offered at this time.

- Toddlers (12 months – 24 months): \$220 / week
- Two's (24-36 months): \$195 / week
- Three's: \$180 / week
- VPK (4's & 5's): state paid
- VPK (wrap around): \$150 / week
- Non-VPK (4's & 5's and VPK school breaks): \$165 / week

Additional Fees:

- Annual Non-Refundable Registration (At Enrollment): \$125
- Annual Non-Refundable Supply Fee (August or at mid-year enrollment): \$100
- Deposit of one week's tuition is collected at initial enrollment and will be applied to your final week's tuition after providing a 2-week notice upon leaving the center's programs. This deposit is waived if Tuition Express auto-payment is utilized with a valid credit card on file.

Part-Time Programs:

These programs follow the Duval County school year and do not meet when County schools are out of session.

- Three's\* (Tue-Wed-Thurs) 8:30 am – 11:30 am OR 12:15 pm – 3:15 pm: \$225 / month
- VPK (4's & 5's) Monday – Friday, 8:30 am - 11:30 am OR 12:15 pm – 3:15 pm: State Paid

*Non-VPK PT 4's & 5's: \$265 / month*

Additional Fees for Three's and Non-VPK 4's/5's:

- Annual Non-Refundable Registration (At Enrollment): \$125
- Annual Non-Refundable Supply Fee (August or at mid-year enrollment): \$100
- Note: Registration & Supply fees do NOT apply to PT VPK only students.

School – Age Programs (Kindergarten – 5<sup>th</sup> grade):

- Before School: \$25 / week
- After School: \$55 / week
- Before & After School: \$75 / week
- School Holidays:
  - \$20 / day (if enrolled in Before or After School program)
  - \$50 / day (if NOT enrolled in Before or After School program)
- Summer Camp: \$200 / week

Additional Fees:

- Annual Non-Refundable Registration: \$50

(Applies to each program. A registration fee is charged for school-year program and a separate registration fee is charged for Summer Camp.)

## **PAYMENTS**

Tuition for the full-day preschool program and school-age programs is due weekly each Monday or the first school day of the week if different. Tuition for half-day part-time programs is paid monthly and is due the first Tuesday of each month when class is open.

We accept cash, check, or credit card. You may also authorize us to run a secure auto-debit on the first school day of the week. If you authorize us to auto-run charges to your account, we will waive our tuition deposit requirement.

If the bank returns a check or debit, your account will be charged \$50, and we may require all future payments be made in certified funds. If your payment is late more than two times, we reserve the right to re-evaluate your child's attendance at the center. Please deposit payments in the designated mailbox by the office.

A \$20 late payment fee is charged if not paid by close of school on the due date. If the tuition plus late fee is not paid, you may be asked not to return until your account can be caught up.

If your child is going to be absent and you are not using a vacation credit (see vacation policy), please pay your tuition in advance, so your account will not be in arrears when your return. If you are enrolled in autopay, your payment will be processed at its normally scheduled date.

## **ARRIVALS & DEPARTURES**

Our hours of operation are 7:00 am – 5:55 pm.

Upon arrival, if your child is part of a state program, you will be required to sign, date, and time stamp your child's arrival and departure each day on the form posted in the classroom. Failure to do so may result in non-payment by the state. In this case, the balance due will become your responsibility.

Non-VPK full-day program children should be dropped off to their classroom by an adult prior to 10:30 am. Call the office to arrange for an occasional later drop off. Parents may enter the classrooms to get their child settled or to speak with the teacher. The teacher may ask that a separate meeting be scheduled with a parent so that full attention can be given to a matter and confidentiality can be maintained.

If dropping off after 8:55 am for a VPK class, please say your goodbyes outside of the classroom to reduce disruptions as the group class session begins.

You may pick up at any time; though we discourage pick-ups during normal lunch and nap times (12:00 pm – 2:30 pm) to minimize disruption to the other students. Parents should designate on the enrollment form adults who are authorized to pick up. If additions to this list are needed after enrollment, parents may email this information to the Office or leave a note with the Office.

Please do not provide any key card or access code to others. Instead, these adults may ring the front office for entry. Identification will be checked against the authorized names on file prior to entry into the classroom areas for any unknown adult.

In the event one parent has custody of a child, and there is a potential problem with the other parent, we must have an enforceable legal document for our files stating the requirements or restrictions for picking up the child. Otherwise, we are not able to restrict access.

(Note: If health risks are present, we may implement alternate drop off and pick up procedures. These will be communicated to you.)

Teachers are not permitted to give out their personal phone numbers or email addresses. Please contact the school office to communicate pick up and attendance matters regarding your child. All communications should go through the office. The office staff will relay messages to teachers as well as assist in scheduling meetings.

## **EMERGENCY CONTACTS**

Upon enrollment, we ask parents or guardians to provide home, cell, and work phone numbers plus email addresses for each parent or guardian. We also ask for three emergency contacts. In the event of an emergency with your child, we will attempt to call the parent or guardian first. If we are unable to reach anyone at these numbers, we will contact the emergency contacts. For non-emergency situations, we may email you instead.

If there is an emergency, and we must close, we will store your contact information in our cloud-based Tadpoles system which will allow us to communicate via text and email. We will also place a message on our office phone system.

## **LATE PICKUP FEES**

If you pick your child up late from any of the programs, a late fee of \$25 will be charged for the first five minutes. An additional \$1.00 is charged for every minute late beyond the first five minutes. These charges are per child.

Late fees are due at the time of late pickup or the next time your child enters the school. A \$20 late payment fee will be assessed if the late pickup fee is not received by 6 pm the next school day.

If you arrive late, you may pick up your child in the Office. If you are late picking up more than three times in a school year, we reserve the right to re-evaluate your child's enrollment in our center.

## **PARKING & ACCESS PROCEDURES**

Please park in a designated, marked space. Be mindful that there are children and teachers on site. Drive slowly. Being late to work or acquiring a late pick-up fee is not worth the risk of a potential accident. Do not leave children unattended in vehicles. Please do not leave valuables unattended in an unlocked vehicle.

We have an open-door policy. Parents are welcome to enter the building at any point during operational hours. Windows are available to see into classrooms for observation. Enrolled families may request access card/code from the Office to facilitate entry into the building.

For the safety of the children, please do not hold the entry door open for anyone other than yourself or a family member. The person behind you could be someone who is NOT allowed into the school. Each person without an access card/code must be cleared by the appropriate staff members.



## **ATTENDANCE POLICY**

We require notification regarding absences from school. Parents may report absences through the Tadpoles application, by communicating planned absences to the child's teacher, or by calling the Office. Children in VPK classes must follow VPK Attendance Guidelines outlined in the VPK enrollment forms.

## **VACATION CREDIT POLICY**

Children enrolled in year-round, full-day programs are eligible for a one-week vacation credit available on a calendar year basis. A minimum of eight weeks of enrollment is required before using the credit. Vacation credit may only be redeemed for five consecutive days, beginning on Monday, and ending on Friday. Other than this, you are required to pay tuition whether or not your child attends school.

## **HOLIDAYS / SCHOOL CLOSURES**

We will post our planned school holiday observance plan for the year at the entrance to the school. If the holiday falls on a weekend, we may close the prior or proceeding weekday. Tuition charges remain the same on holiday weeks. We observe the following holiday closings:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Eve, Christmas Day, and the day linking these to the weekend.

The VPK and part-time programs also observe the Duval County calendar for weather days, planning days, and winter and spring breaks. VPK wrap around programs will be charged the non-VPK rate during those times.

**Christmas Break School Closure:** We will close the school the week between Christmas and New Year's Day. Tuition during this week will NOT be charged.

## **LUNCH & SNACKS**

Isle of Faith Child Development Center provides a morning snack, lunch, and afternoon snack. Milk and juice are also provided. Our Kitchen Manager follows foodservice regulations for age-appropriate healthy balanced menus. Menus are available in the classroom, at the front entry kiosk, and online.

In the toddler rooms, sippy cups may be brought from home and should be labeled with your child's name. These should be taken home and washed daily unless instructed by teacher otherwise.

Please notify the office of any foods your child is allergic to. (Refer to medicine authorization section if medicine is needed for allergies.)

## **REST TIMES**

Following lunch, each full day classroom will enter a nap or rest time. Each child will be assigned an impermeable surfaced mat for this purpose. Parents should bring bedding (fitted crib sheet, blanket, and pillow) each Monday and take home to be laundered on Friday. **Label each with child's name.** If the bedding is soiled during the week, the teacher will supply bedding for the day and alert the parent that new bedding is needed.

Children will be encouraged to nap during this period. However, a child may lay quietly on their mat during this time if they are not disruptive to other children.

We ask that parents avoid picking up their child during this period of rest so as not to awaken the other children. If there is a need to pick up between 12:30 pm and 2:30 pm, please let the office know so that we may make arrangements with the teacher to quietly have your child ready for your early pick up.

## **CLOTHING / DRESS REQUIREMENTS**

Please dress your child in weather-appropriate play clothes and tennis shoes. Our playground is mulched, and it can irritate or injure exposed feet. Unless there is severe weather, classes will go outside to play during the day. All children should have a change of clothes at school labeled with your child's name. We cannot be responsible for unmarked clothing.

## **BIRTHDAY CELEBRATIONS**

We love to celebrate your child's special day in class. You may bring in store bought cupcakes or cookies for the class. Discuss these plans with your child's teacher in advance and please provide enough for every child in the class.

Should you desire to invite children to your child's offsite birthday celebration, please either invite all the children in the class OR send invitations to the invited children outside of the school environment. This helps to maintain the feelings of acceptance for all children in your child's class.

## **BRINGING ITEMS FROM HOME**

Children may bring a naptime stuffed animal or doll to sleep with. Beyond this, please only send personal items in with your child on special share days designated by their teacher. This reduces distractions during class time when teachers have planned activities. It also reduces tears when personal toys are misplaced or broken.

## **INJURIES**

All accidents or injuries must be documented the same day of occurrence as close to the time of the incident as possible. The teacher will complete an Incident Report Form which includes a description of the incident and actions taken and by whom. It also includes the names of any witnesses to the incident. The incident report must be signed, dated, and time noted by the teacher, the Director or Assistant Director, and the parent or guardian.

If the injury is more serious, or involves an area above the child's neck, we will call the parent or guardian. If the injury is critical or requires immediate medical treatment, we will call the parent and accompany the child to the hospital until the parent or guardian is available.

## **FIELD TRIPS**

Teachers may plan field trips during the year. This typically involves our summer camp programs for K-5<sup>th</sup> grade. However, our garden area and outdoor field is non-center space and thus is considered a field trip location. As part of enrollment, you will be asked to sign a field trip permission form that encompasses all field trips for the year.

Planned field trips will be posted on each classroom's calendar and lesson plan located on the bulletin boards outside the classroom.

## **VOLUNTEERS / FAMILY INVOLVEMENT**

As part of our COVID-19 protocol, we must limit the volunteers in the classrooms for the safety of the children. We are, however, eager to find alternative ways for involvement. Your child's teacher will post opportunities for involvement on the class bulletin board. You may also suggest ideas to the Director or the teacher.

## **TAKING OF VIDEO/PHOTOGRAPHY:**

Please be aware that we photo and video children at the center. These are provided to you via Tadpoles family app and for our internal use. We do not post any child's photo to social media; nor do we use these for advertising. Parents will be asked to indicate permission for this on the Parent Agreement Form at enrollment.

We arrange for professional class pictures in the Fall and VPK graduation pictures in the Spring. These are made available for you for purchase, but you are under no obligation to do so.

## **CONFIDENTIALITY**

All school staff are required to sign confidentiality agreement at the point of hire. This agreement states that child records are private and confidential and may not be disclosed to others. Access to these records is only authorized when necessary to perform official staff duties.

## **NON-SMOKING POLICY**

To ensure the environment around your child is as safe and healthy as possible, we are a smoke-free facility. Parents, staff, and visitors are asked to refrain from smoking or vaping on the property.

## **GRIEVANCE POLICY**

Parents are encouraged to speak first with the child's teachers to discuss situations of concern. If the situation is not resolved to the parent's satisfaction, then the Director should be contacted. After these steps have been taken and a parent is not satisfied, they may contact the CDC Board Chairperson or the Sr. Pastor at 221-1700.

## **EMERGENCY PLANS**

We conduct regular safety drills so that in the event an emergency happens that requires evacuation, sheltering in place, or lockdown, the staff and children will know what to do. In the event of a real emergency, we will contact you with instructions for picking up your child as soon as it is safe to do so. Teachers evacuate or lockdown with their classroom roster which includes parent and emergency contact phone numbers and email addresses. If we must move to an alternative location, we will move to Alimacani Elementary School next door to our school.

## INCLEMENT WEATHER POLICY

During the year severe weather may occur (such as hurricanes, tornadoes, and lightning storms, etc.). In general, we follow the Duval County School system decisions for school closure. Should decisions be made to close the school, employees and parents or guardians will be notified by phone, text, or email. The message will also be recorded on our phone line. Should severe weather approach during operational hours, all classrooms must remain inside following shelter-in-place protocol practiced throughout the year.

If Duval County closes school for multiple days, we will re-open if all the following conditions are met\*:

- The weather emergency has passed
- Our facility is unharmed
- We have power and plumbing
- Our teachers are able to get to work

\*We reserve the right to remain closed if under the judgement of the CDC Director, Pastor, or Board that it is necessary to do so.

Tuition is still assessed and due when the school is closed for this reason.

## ILLNESS POLICY

Your child's health is important to both you and the school. Your child should be well enough to participate in all classroom activities including playground. When your child comes to school ill, they may spread illness to the other students and teachers. For this reason, the following policies will help reduce the amount of illness among children and staff.

1. In consideration of other children, please keep your child home if s/he is ill. Call the office to specify the nature of the illness and the expected length of time your child will be absent. (Refer to Common Symptoms below.)
2. If your child becomes ill during the day, he or she will be cared for in the office, away from other children. Your child will be sent home if s/he is not feeling well as indicated by a distinctive behavior change from their norm. You will be called so that you may **pick up your child within 30 minutes; or make arrangements for an authorized adult to do so.**
3. A mandatory "next day out" is required for those children sent home with:
  - a. Persistent, congestive coughing
  - b. Dark yellow-green mucus discharge from nose, eyes, or ears
  - c. Fever of 100.5 F or higher
  - d. Vomiting
  - e. Diarrhea
  - f. Conjunctivitis (pink eye)
  - g. Impetigo

Exceptions include the following:

- a. A child may return the next day with a medical doctor's written permission that includes (1) a diagnosis of the child's illness, and (2) a statement that your child is not contagious.
- b. Children diagnosed with illnesses requiring an antibiotic, may return after being at least 24 hours on the appropriate medication.
- c. Children with chickenpox may return after the last erupted lesion has scabbed over.

4. If your child suffers from any allergies, a brief history from your medical doctor is required to be on file. This should include a statement of your child’s sensitivity to insect bites, medication, etc., with emergency procedures to follow as well as description of non-contagious symptoms.
5. Your child will be sent home if live lice or nits (the egg cases of the lice) are discovered. Your child may return when he or she is nit-free. This condition is treated by the recommended shampooing and cutting out of the nits. Proof of treatment is to bring the bottle of medication or a receipt from a treatment center and have your child’s hair checked by a CDC staff member.
6. COVID-19 Addendum: If a family member has tested positive or a child is exposed (as defined by CDC and/or Florida Department of Health guidelines), the child will be asked to stay home for a quarantine period (defined by FDOH or CDC). If a child develops symptoms or tests positive, parents must notify the school. Any classrooms that were exposed will be closed for a quarantine period.

### Common Symptoms and Recommendations

The following is a quick-reference and should not be considered actual medical diagnosis.

<u><b>Symptom</b></u>	<u><b>Recommendation</b></u>
<b>Coughing</b>	If your child has a mild, intermittent cough (can go 15 minutes without coughing) he/she may be considered safe to attend. If the cough is persistent, this could indicate infection which could spread through cough droplets.
<b>Runny nose</b>	If discharge is clear – child is generally considered to be safe. If the discharge is thick and discolored, it is considered infectious.
<b>Fever</b>	A child should be fever-free for 24 hours <u>without administering Tylenol or Ibuprofen*</u> before attending the school. Therefore, if your child has a fever on Sunday, he/she should not attend on Monday. ( <i>* Tylenol and Ibuprofen-like products mask a fever. They do not cure the cause of the fever.</i> )
<b>Sore Throat</b>	Does not on its own indicate infection. Check for other symptoms.
<b>Ear Infection</b>	Not infectious in and of itself, but the initiating cold is, so keep an eye on those symptoms.
<b>Antibiotics</b>	Children on antibiotics for 24 hours are not considered to be contagious.

### **MEDICAL AUTHORIZATION**

As a general policy, we do not administer medication. We encourage parents or guardians to administer medication before or after dropping your child off. However, there may be times when this is not possible. When this happens, we must:

- Obtain a written, dated and signed Medical Authorization Form which can be obtained from the office.
- The form must include the child's name, the name of the medication, dosage amounts and application times. (Note: "As Needed" is not sufficient. Additional documentation is required describing the symptoms that would require medication to be given.)
- Medicine – prescription and non-prescription must be brought in the original container with labels, names and dosages attached.
- All administration of medicine by school staff must be noted with date, time, and dosage on the authorization form. Signatures of the person giving the medicine must be included.
- School staff must turn in medical authorization forms to the Assistant Director weekly.
- School Staff will never give one child's medication to another child.
- No expired medication is accepted.
- Unless authorized by the Director to keep the medication in the classroom, medications must be kept in the locked medicine cabinet in the Assistant Director's office.
- All medications must be kept out of reach of children.

## **VACCINATION EXEMPTIONS**

There may be some children enrolled in our center that are not currently vaccinated. If so, the parents of the child are required to complete paperwork through the Health Department to obtain the exemption. We must have the exemption in the child's file.

## **GUIDANCE / DISCIPLINE POLICY**

Redirection, modeling, and quiet time or time out are strategies we will utilize in the classrooms to address behavioral issues. We believe behavior may be bad, but not the child. Teachers use positive reinforcement to bring out good behavior in children.

A quiet time may be warranted if a child displays disruptive behavior and cannot be redirected with the above methods. This may include removing the child to the Director's office for a short period allowing them time to regain their composure.

## **BITING POLICY**

Children bite for multiple reasons and this is a normal developmental practice that the child will typically grow out of. However, for the safety of all children in the classrooms, the following escalation process will be followed:

- Communicate in words and manner that biting is unacceptable. Attempt redirection.
- Remove the biting child from the situation, either to another area in the room or it could be to the Director's office.
- An Incident Report will be completed requiring the teacher, parent, and Director's signature.
- If the behavior persists, a family conference will be called with the Director, teacher, and parent or guardian. A corrective plan will be agreed upon.
- Follow-up communications between the Teacher, Parent, and Director should identify if the plan is working or if modifications are warranted.
- If there is no improvement in behavior, the child may be asked to withdraw from the center.

## **CHILD ABUSE POLICY**

Florida state law mandates all childcare workers report any suspicions of child abuse, neglect, or abandonment. As such, our staff is required to report any sign of such things or face personal penalties themselves. They will not attempt to investigate these situations themselves or discuss it with families first. This is standard industry practice. The safety of children is a priority.

Teachers are not allowed to use any form of physical punishment as a means of disciplining a child. In addition, teachers may not withhold food, sleep, or rest as a means of punishment.

## **DIAPER POLICY**

If your child wears diapers, please send an adequate supply with your child's name written on the outside of the package. Each classroom has storage if you wish to send more than can fit in your child's cubby. We will supply diaper wipes. However, if you have a preferred wipe, you may bring this in with your child's name on the package. If your child needs diaper rash ointment, you must complete a medical authorization form and label the ointment with your child's name.

If your child runs out of diapers, we may charge you \$1.00 for each diaper provided by the center.

## **TOILET TRAINING**

Each child is ready for toilet training at a slightly different age. Collaboration between the CDC and parents is essential. We look forward to this phase of your child's development. We count it a privilege to partner with parents in achieving this milestone goal.

### **Recommended guidelines to determine preliminary readiness:**

#### Physical signs:

Has "extended dry periods" – indicating bladder muscles have developed.

#### Behavioral signs:

Can pull on underpants and manipulate own clothing in dressing.

Asks to have diaper changed.

Tells about needing to or having just "eliminated."

Asks or comments about bathroom habits from observation.

Shows or speaks a consistent pattern for BM's (squatting, etc.)

#### Cognitive Signs:

Follows directions.

Can self-discipline to sit for a period.

Verbalizes bathroom language.

Dislikes messy pants.

## **Procedural Recommendations:**

Parents commit to a three-day weekend of concentrated effort to initiate toilet training routine.

The child should arrive at school in underpants with plastic pullover pant, elasticized at the legs and waist (no diaper or pull-up). The CDC will support and facilitate a follow-up school routine by reminding the child to go potty every hour (if needed) for the next week.

During that time, parents should provide extra clothing in case of “lapses” in using the toilet. We will, of course, clean your child (but not the clothes) during that week in the event of lapses. After this first week the child will be guided to use the bathroom on the classroom schedule (in addition to when the child indicates they need to use the toilet).

If there is a prolonged period of training needed, the CDC and parents will confer on how best to proceed. Together we can make this transition as smooth as possible and the least stressful for all.

## **CONCLUSION**

By enrolling your child in the Isle of Faith Child Development Center, you agree to read and follow the above policies, including all the health policies.

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