

Student Accident Policy & Procedure

At Westminster Child Center, the safety and well-being of every child is our top priority. While we take every precaution to prevent accidents, we understand that minor incidents can occasionally occur during play and daily activities. This policy outlines the steps we take in response to any accidents involving children while in our care.

Immediate Care and Notification

- If a child is injured during school hours, staff will respond promptly to assess and care for the child using appropriate first aid procedures.
- For minor injuries (e.g., small scrapes, bruises), on-site first aid will be administered.
- For more serious injuries, emergency services (911) will be contacted immediately, and parents or guardians will be notified promptly.
- Parents/guardians will be informed of all accidents, regardless of severity, either by phone or at pickup.

Accident Report Form

- An official Student Accident Report Form will be completed for all incidents.
- The form will include details such as:
 - The date, time, and location of the accident
 - A description of the incident
 - Staff response and first aid given
 - Any witnesses (if applicable)
- Parents will receive a copy of the report and be asked to sign it to acknowledge receipt. A copy will be kept on file at the center.

Student Accident Insurance Coverage

Westminster Child Center provides student accident insurance to help cover certain medical expenses that may result from accidents occurring during center hours or school-related activities.

- Parents will be offered a Student Accident Insurance Claim Form at the time of the incident.
- This form includes instructions on how to submit a claim directly to our insurance provider.
- Parents may choose whether or not to use the insurance option.

Declining to File a Claim

If a parent or guardian chooses not to utilize the student accident insurance, they will be asked to complete and sign a

Insurance Waiver Acknowledgment Form, confirming that:

- They were made aware of the insurance option.
- They are voluntarily declining to file a claim at this time.

This signed waiver will be kept on file with the accident report.

Follow-Up

A member of our staff will follow up with the family within 48 hours to check on the child's recovery and offer any additional support as needed.

Health & Safety

Westminster Child Center Security and Safety Measures

At Westminster Child Center, the safety and security of the children in our care is our top priority. We have implemented comprehensive safety protocols to create a secure environment, ensuring that all children feel safe, families feel confident, and staff can focus on providing exceptional care and education.

1. Secured Entry and Exit Procedures

- **Gated Facility with Keypad Code Access:**

The entire perimeter of our school is secured with gates. Entry to the facility is restricted to authorized individuals through a keypad entry system. Only parents, guardians, and approved visitors are provided with the access code, which is changed periodically for security purposes.

- **Intercom System:**

Visitors without a code must use the intercom system at the main gate to request access. Staff must identify visitors before granting them entry.

- **Controlled Dismissal Procedures:**

We ensure strict dismissal procedures to verify the identity of individuals picking up children. Only those listed on the child's authorized pickup list may take a child home. Photo identification is required for unfamiliar individuals.

2. Surveillance and Monitoring

- **Onsite Staff Supervision:**

Our staff actively monitors children during indoor and outdoor activities to ensure safety and security.

- **Perimeter Checks:**

Staff check the perimeter gates and locks daily to ensure that all security measures function correctly.

Health & Safety

3. Emergency Preparedness

- **Evacuation and Lockdown Drills:**

We conduct regular fire, earthquake, and lockdown drills to ensure that children and staff know emergency procedures.

- **Emergency Contacts:**

Every child's file includes up-to-date emergency contact information to ensure we can reach families promptly in an emergency.

4. Health and Safety Measures

- **Daily Health Screenings:**

All children and staff undergo daily health screenings to ensure a safe and healthy environment.

- **First Aid and CPR Certified Staff:**

All staff members are trained and certified in First Aid and CPR, ensuring they are prepared to respond to any medical emergency.

- **Incident Reporting:**

We maintain a detailed incident reporting system to track any safety-related issues and ensure they are addressed promptly.

5. Visitor Policy

- **Restricted Access:**

All visitors must sign in at the front office and wear a visitor badge while on the premises. Visitors are only allowed in supervised areas and must be accompanied by a staff member.

- **Background Checks for Staff and Volunteers:**

All staff members and regular volunteers undergo comprehensive background checks to ensure the safety of the children in our care.

Health & Safety

6. Safe Playground and Outdoor Spaces

- **Secure Outdoor Play Areas:**

Our outdoor play areas are fully enclosed with secure gates to ensure children's safety while they explore and play.

- **Age-Appropriate Equipment:**

All playground equipment is age-appropriate and routinely inspected to meet safety standards.

- **Staff Supervision:**

The staff supervises outdoor activities and maintains a staff-to-child ratio to ensure every child is accounted for.

7. Staff Training and Accountability

- **Ongoing Safety Training:**

Our staff receives regular training on safety protocols, emergency procedures, and child supervision.

- **Security Audits:**

We conduct routine security audits to assess and improve our safety.

Westminster Child Center prioritizes positive guidance and teaching over punishment when addressing discipline and behavior management. We focus on creating structured, predictable environments with clear expectations and developmentally appropriate activities. Children are taught crucial social-emotional skills like problem-solving and conflict resolution, while staff model positive behaviors and offer redirection and distraction when needed. Positive reinforcement, such as specific praise, encourages desired actions. Clear, consistent, developmentally appropriate limits are set, and consequences are logical and related to the behavior. Individualized approaches cater to each child's unique needs, and family collaboration ensures consistency between home and school. Physical punishment and harsh disciplinary methods are not tolerated at Westminster Child Center and are avoided to nurture a child's self-regulation skills and foster positive relationships.

Health & Safety

In the event of an accident or illness, we will promptly inform the child's parents or guardians after we take care of the child's needs. If we cannot contact a parent, we will follow the emergency procedures detailed in the child's file to ensure their safety and well-being.

****Safety Protocols:****

- ****Regular Fire and Earthquake Drills:**** We conduct scheduled drills to prepare staff and children for emergencies, ensuring everyone knows the proper evacuation routes and procedures in case of a fire or earthquake.
- ****Secure Entry and Visitor Check-In Process:**** Our facility utilizes a robust entry system to enhance security. All visitors must check in at the front desk, where they will present identification and receive a visitor badge before entering the premises.
- ****Staff Training in Pediatric First Aid and CPR:**** All staff members are fully trained in pediatric first aid and CPR. This training is regularly updated to ensure they can respond effectively and confidently to children's medical emergencies.



Parent Policy Handbook

TERMS OF CARE:

Clothing:

Please bring two sets of clothing that can be left at school (diapers, wipes, and ointment for children who are not potty trained).

Accidents in water play or toileting do happen. All clothing should be "free," easily put on/taken off. Please encourage your child to handle their clothing at home. Bring a small blanket and pillow if your child stays for an afternoon nap. Please label all the above items and others, such as jackets or sweaters, with your child's name.

***Please note that baby bottles and pacifiers are not allowed at Westminster Child Center.**

Toys:

Your child can bring a play toy or item from home on share day only. However, with so many children around, sometimes these toys get lost or broken. The Teacher may ask the child to keep the toy in their cubby. Guns and other war toys are not permitted, and gunplay is not allowed at WCC. We cannot allow bottles or pacifiers for health and sanitation reasons. (Please label all your child's items.)



Parent Policy Handbook

Birthdays:

Your child's birthday will be acknowledged with joy, just as you desire. If you want your child to celebrate this special day with their classmates by sharing treats, please discuss your plans with the Director or the Teacher beforehand. Please note that for health and safety reasons, all food items must be store-bought; this is a strict guideline we uphold. Please remind the Teacher if your child has allergies or cannot participate in class parties. WCC offers birthday party packages. (Please see the Director for more details).

Good Nutrition:

Meals and Snacks:

We provide healthy morning and afternoon snacks. Unless otherwise notified, parents are responsible for packing a nutritious lunch daily. Please note that we do not warm children's lunches. If you want to provide a warm lunch, please use a thermal container to keep it warm.

Allergy Awareness:

- Please inform the Center of any food allergies or restrictions in writing.
- We are a nut-free and peanut butter-free facility.

Water:

Water is available at all times. Children are encouraged to bring a labeled reusable water bottle.

Meal Guidelines:

We recommend a balanced lunch with protein, whole grains, fruit or vegetables, and minimal sweets.

We emphasize good nutrition for your child. We recommend that you DO NOT send candy or goods high in sugar or salt daily.

Parent Policy Handbook

Parent Volunteer Program:

The Center relies on parent participation throughout the year to support school activities. Parents, staff, and the committee work together to enrich the child. These programs include fund-raising, classroom participation, sharing talents and hobbies, and attendance at school programs. The Westminster Child Center Committee includes two parent representatives. A monthly parent participation meeting is held, and all parents are encouraged to attend.

RULES OF DISCIPLINE:

To keep your child safe and to provide for your child's social and emotional development, the Center uses the following Rules of Discipline:

Teachers will discourage inappropriate behavior, such as hitting, kicking, biting, and throwing sand.

Teachers will encourage appropriate behavior such as, but not limited to, taking turns, using words, listening to the Teacher or child who is speaking, and learning to take responsibility for one's actions.

When there is a problem with a child, the following actions may be taken:

- The Teacher will solve problems for the child/children involved.
- The Teacher will remove the child from the problem situation.
- The Teacher will redirect the child to another activity.
- The Teacher will have the Director talk with the child in her office.
- The Teacher will schedule a Parent/Teacher conference attended by the Director.
- The Director will request the Parent to pick up the child.
- The Director will request the Parent to withdraw the child temporarily or permanently as the situation dictates.

At the recommendation of the Director and Teacher, a Parent may request that a child development psychologist observe a child with the Parent's permission to refer the child for appropriate consultation.

Parent Policy Handbook

If you grant such consultations, the staff will allow an outside child development professional to interview, observe, and test your child. The results will be discussed with the Parent/Guardian and kept confidential.

The above measures may be taken to deal with children with problems. When a parent-teacher conference is held, and a plan of action is decided, the Teacher, Parent, and Director will sign the Parent Conference Report form indicating that they agree to a specific action plan.

The Director and Teachers accept regulation 102423, Personal Rights, in all actions regarding the children.

Biting Policy:

Biting is not an unexpected behavior for toddlers. However, Biting can be harmful, and we take it seriously to protect children and staff; if a biting incident occurs, the Teacher will notify the parents of both children involved and try to prevent further Biting. If the Biting continues, the Teacher, Director, and Parent will work together to address the situation, and the child may be asked to leave the Center until the problem is resolved.

In the event of a biting incident, we have established a structured approach to address the situation:

1. ****First Biting Incident****: Parents will be promptly notified of the incident to ensure they are informed about their child's behavior.
2. ****Second Biting Incident****: If a second biting incident occurs, a meeting will be scheduled with the child's Teacher and the Center director. This meeting will provide an opportunity to discuss the behavior and explore strategies to support the child.
3. ****Third Biting Incident****: Should a third biting incident occur, the child may be asked to leave the Center until a resolution is reached. This decision will be made in the best interest of all children involved and to foster a safe environment.

PROCEDURES FOR SUSPECTED CHILD ABUSE:

Center staff is mandated by law to report evidence of probable cause to suspect child abuse or neglect to Child Protective Services or law enforcement officials. Persons found guilty of failure to report abuse are subject to a fine, a jail term, or both.

Parent Policy Handbook

Outdoor Play

Outdoor play is an essential part of our childcare program. Please ensure that your child is dressed appropriately for outdoor play in all weather conditions, including sunscreen, bug repellent, hats, and jackets, as necessary.

Toys

We provide a wide variety of toys for all ages. It is recommended for children to leave personal toys at home, as they may be lost or broken. We will inform parents/guardians beforehand if there is a special show-and-tell event when they can bring their own toys to Westminster Child Center.

Bathroom Policy

We will assist with changing as needed and follow the agreed-upon schedule for diaper checks. For children in the potty-training process, we will support them in their progress, providing gentle reminders and encouragement. Children who are potty-trained will be encouraged to use the bathroom independently but will always have supervision available.

Dress Code

Children should be dressed in comfortable, weather-appropriate clothing for daycare. Clothing should allow for ease of movement and be suitable for outdoor play and messy activities. Please label all clothing and belongings with your child's name to avoid confusion. For safety reasons, closed-toe shoes are recommended.



Parent Policy Handbook

To maintain a safe and respectful environment, we encourage all children to:

- Be kind and show respect to others.
- Take care of toys and materials
- Encourage the children to be motivated and positive thinkers.
- Encourage the children to be independent.
- To become their best self.

Misbehavior

If a child displays dangerous behavior that may cause harm to themselves or others, they will be calmly separated from the group and redirected to a safe space. Our staff will provide guidance using positive reinforcement and clear, age-appropriate communication—never using harsh punishment or humiliation. Continued unsafe behavior without improvement may require a formal meeting to determine the best course of action for the child and the WCC community.

Inspection Authority

Westminster Child Center is subject to inspections by local or state authorities to ensure compliance with health, safety, and operational standards. The parent/guardian agrees to allow authorized personnel to inspect the premises, operations, and care provided, as well as interview the children as necessary.

Smoking

Westminster Child Center is a smoke-free environment. Smoking is strictly prohibited inside the premises or within any outdoor play areas.

Parent Policy Handbook

Signs of Neglect

If we suspect any signs of neglect or abuse, whether physical, emotional, or verbal, we are required by law to report this to the appropriate authorities. Signs may include but are not limited to unexplained bruises, withdrawal, fear of certain adults, or chronic absenteeism. We are committed to ensuring the safety and well-being of all children and will take the necessary steps to protect them.

Confidentiality

We are committed to maintaining the confidentiality of all personal information. Any information shared with Westminster Child Center will be used solely for the purpose of providing care and will not be disclosed to any third party without explicit consent, except as required by law. This includes but is not limited to health records, family information, and communication regarding the child's development.

Insurance

We hold appropriate liability insurance to ensure the safety of children while in our care. However, the parent/guardian is still responsible for ensuring their child is covered by their personal health insurance for any medical treatment, accidents, or illnesses.



Parent Policy Handbook

Footwear Policy & Safety Guidelines

At Westminster Child Center, the safety and comfort of our students are a top priority—especially during active outdoor play and daily routines. We kindly ask families to be mindful of the type of shoes their child wears to school each day.

Please note that Crocs and similar slip-on shoes are not recommended for school. While they may be convenient, they can pose a safety risk during outdoor play. We have experienced several incidents of children tripping or falling due to improper footwear. We strongly recommend closed-toe tennis shoes with secure fastenings (Velcro or laces) to support safe, active movement.

Footwear During Potty-Training

During the potty-training phase, we encourage families to provide shoes that are easy to clean and offer a secure fit. We recommend:

Examples:

- Native Brand shoes (rubber, closed-toe, and easy to wipe down)
- VANS rubber closed-toe shoes
 - Other rubber closed-toe shoes

These options are hygienic, safe, and practical for young children learning independence in the restroom.

Thank you for helping us keep all children safe, comfortable, and ready to play and learn daily!

Parent Policy Handbook



Things you should know

- Westminster Child Center assists parents with potty-training. Parents must work with the Teacher to ensure their child is being trained at home outside of school hours. Parents, please note that you can not bring a personal potty from home.
- Diapers are not allowed at Westminster Child Center. Please purchase pull-ups with the tabs to snap on each side.
- Baby bottles and pacifiers are not allowed at Westminster Child Center.
- Please label all of your child's items. Some children may have the same or similar items as your child.
- We have a strict policy on illness and behavior. Please have a backup childcare plan in case of sickness or misbehavior during childcare hours.
- Drop off- All WCC students must be present by 9:00 am. If you are running late, please call or message us via the Procare app.
- Drop off your child and give your child quick kisses and hugs. This will help the child and Teacher with transitioning.
- Late pickup, please be on time. WCC closes at 5:30 am. After 5:30, you will be asked to pay a dollar per minute to the closing teachers. If you are late picking up three times, you will receive a personally scheduled pickup time.
- When picking up your child, we ask that you leave the school immediately after due to liability purposes. You can not hang around and allow your child to play for additional time.
- Vacation and school closure days: Please note that the regular tuition amount is due during personal vacation time and school closures.

Nap Time Policy & Rest Time Expectations

At Westminster Child Center, we recognize the importance of rest and quiet time as part of a child's healthy development. Nap time provides children with an opportunity to recharge, relax their bodies, and reset for the remainder of the day. To ensure that every child receives the full benefit of this quiet time, we have established the following nap time policy and expectations.

Nap Time Routine

- Nap time occurs daily from 12:30 pm to 2:30 pm.
- All children are encouraged to rest quietly on their assigned mats or cots during this period.
- Soothing music or white noise may be played to create a calming environment.
- Children are allowed to bring a comfort item, such as a blanket, stuffed animal, or book, from home.
- Staff will assist children in transitioning into rest time with calm routines, such as reading a story or dimming the lights.

Rest Time Expectations

To maintain a peaceful and respectful atmosphere during nap time, all children are expected to:

- Remain on their cots or mats
- Use quiet voices
- Avoid disturbing peers who are resting

We understand that not all children may fall asleep, but they are still expected to rest quietly so others may sleep without disruption.

Disruptive Behavior During Nap Time

If a child is consistently disruptive during nap time (e.g., loud talking, getting up repeatedly, bothering other children), the following steps will be taken:

- 1.Redirection and Gentle Reminders: Teachers will use calm, consistent redirection techniques and provide reminders about nap time expectations.
- 2.Behavior Documentation: Ongoing disruptions will be documented, and families will be notified of any repeated concerns that arise.
- 3.Family Conference. If disruptive behavior continues, a meeting will be scheduled with the child's parent or guardian to discuss behavior management strategies and next steps.
- 4.Temporary Modified Schedule: If a child is unable to meet nap time expectations despite multiple interventions, Westminster Child Center reserves the right to implement a modified schedule.
 - The child may be picked up before nap time begins at 12:30 pm and welcomed back after nap time ends at 2:30 pm.

This measure is intended to maintain a calm environment for all children and is used as a last resort when all other interventions have been exhausted.

Ongoing Support

Our goal is always to work in partnership with families to support each child's social-emotional growth. We understand that rest time can be challenging for some children, and we are committed to finding positive and respectful solutions that prioritize the well-being of every child in our care.

If you have any questions or concerns regarding nap time expectations or your child's experience, please get in touch with the Center Director.

Parent Policy Handbook



We appreciate your attention to the Westminster Child Center policy handbook. Adhering to the established policies is essential for all parents. To ensure compliance, please sign and return the policy form. This form must be signed before your child's enrollment at Westminster Child Center.

I appreciate your cooperation.

Thank you

Kay Long

We are always here to offer any help and support. Should you have any questions or concerns, feel free to reach out to us.

Contact Number: (323) 256-8086

Email: wccddirector@erpres.org

Thank you for taking the time to review this parent policy handbook!

