



## *Parent Handbook*

*Revised 2019*

# Contact Us



**Website:** [www.thelearningcommunityfw.com](http://www.thelearningcommunityfw.com)

**Phone:** (260) 424-8852

**Fax:** (260) 424-8851

**Facebook:** [www.facebook.com/thelearningcommunity](http://www.facebook.com/thelearningcommunity)

## Emails

**General:** [info@thelearningcommunityfw.com](mailto:info@thelearningcommunityfw.com)

**Brad:** [brad@thelearningcommunityfw.com](mailto:brad@thelearningcommunityfw.com)

**Sarina:** [sarina@thelearningcommunityfw.com](mailto:sarina@thelearningcommunityfw.com)

**Kim:** [kim@thelearningcommunityfw.com](mailto:kim@thelearningcommunityfw.com)

**Nicole:** [nicole@thelearningcommunityfw.com](mailto:nicole@thelearningcommunityfw.com)

**Room 15:** [room15@thelearningcommunityfw.com](mailto:room15@thelearningcommunityfw.com)

**Room 16:** [room16@thelearningcommunityfw.com](mailto:room16@thelearningcommunityfw.com)

**Room 18:** [room18@thelearningcommunityfw.com](mailto:room18@thelearningcommunityfw.com)

**Room 19:** [room19@thelearningcommunityfw.com](mailto:room19@thelearningcommunityfw.com)

**Room 20:** [room20@thelearningcommunityfw.com](mailto:room20@thelearningcommunityfw.com)

**Room 21:** [room21@thelearningcommunityfw.com](mailto:room21@thelearningcommunityfw.com)

**Room 22:** [room22@thelearningcommunityfw.com](mailto:room22@thelearningcommunityfw.com)

**Room 23:** [room23@thelearningcommunityfw.com](mailto:room23@thelearningcommunityfw.com)

**Room 24:** [room24@thelearningcommunityfw.com](mailto:room24@thelearningcommunityfw.com)

**Room 25:** [room25@thelearningcommunityfw.com](mailto:room25@thelearningcommunityfw.com)

## Table of Contents

Mission Statement ...	pg.5	Making Payments ...	pg.14
Philosophy ...	pg.5	Tuition Express ...	pg.14
Vision Statement ...	pg.6	Returned Check Fee ...	pg.14
<b>Early Education &amp; Care Program</b>		<b>Food Policies</b>	
Curriculum ...	pg.7	Meals/Snacks ...	pg.15
Child Assessments ...	pg.7	Eating Schedule ...	pg.15
Parent/Teacher Conferences ...	pg.7	Infant Food ...	pg.15
Discipline & Guidance ...	pg.7	Breastfeeding ...	pg.15
Challenging Behaviors ...	pg.8	Special Diets – Food Allergies /Medical Reasons	pg.15
Suspension/Expulsion Policy ...	pg.8	Special Diets – Religious/Personal Reasons ...	pg.15
Age Grouping/Ratios ...	pg.8	Treats from Home ...	pg.15
Daily Schedule ...	pg.8	CACFP ...	pg.15
Birthdays ...	pg.8	USDA Non-Discrimination Statement ...	pg.15
Diapering/Toileting ...	pg.8	<b>Health &amp; Safety Policies</b>	
Outside Play ...	pg.8	Exclusion of Sick Children ...	pg.16
Field Trips ...	pg.9	Prescription Medication ...	pg.16
Transportation ...	pg.9	Non-Prescription Medication ...	pg.16
Walks ...	pg.10	Scheduling Medicine Dosages ...	pg.16
Visitation/Phone Calls ...	pg.10	Safe Sleep Practices ...	pg.16
Transitions to New Room ...	pg.10	Accidents/Injuries ...	pg.17
Toys ...	pg.10	Insurance ...	pg.17
Special Needs ...	pg.10	Release of a Child to an Impaired Adult ...	pg.17
<b>Enrollment Policies</b>		Court Orders ...	pg.17
Required Documentation for Enrollment ...	pg.11	Clothing Policies ...	pg.17
Health Examination/Immunization Records ...	pg.11	Spare Clothing ...	pg.17
Confidentiality ...	pg.11	<b>Communication Policies</b>	
<b>Scheduling Policies</b>		Parental Concerns ...	pg.18
Hours of Operation ...	pg.12	Daily Communication ...	pg.18
Arrival/Dismissal ...	pg.12	Parent Bulletin Board ...	pg.18
Holidays ...	pg.12	Newsletter ...	pg.18
Schedules ...	pg.12	Reporting Abuse & Neglect ...	pg.18
Occasional Care/Varied Schedules ...	pg.12	Parental Conduct ...	pg.18
Late Pick Up ...	pg.12	<b>Appendix</b>	
Authorized Persons to Remove Child from Care...	pg.13	Creative Curriculum Learning Objectives ...	pg.20
Leave of Absence ...	pg.13	Sample Schedule ...	pg.22
Withdrawal from Center ...	pg.13	Communicable Disease Guidelines ...	pg.23
Vacation ...	pg.13	Vaccinations Schedule ...	pg.25
Emergency Closings ...	pg.13	Fee Schedule ...	pg.26
Incident Weather Closings ...	pg.13	Resources & Referrals ...	pg.27
School Age Expulsion from School ...	pg.13	Child Passenger Safety ...	pg.28
<b>Financial Policies</b>		Nondiscrimination Statement ...	pg.29
Registration Fees ...	pg.14		
Deposits ...	pg.14		
Materials Fee ...	pg.14		
Weekly Fees ...	pg.14		

*Dear Parents,*

*Finding the best educational setting for your child can be a daunting experience. Education at any age is the most beneficial when parents and teachers partner together as educators to create a rich learning environment for children to explore, discover, and grow. As we enter this partnership together, we commit to providing a safe, nurturing, and engaging environment filled with positive learning opportunities and experiences to challenge your child and provoke questions and discoveries. Your child will be encouraged and allowed to utilize their independence and self-help skills to the greatest extent possible based on their developmental level. Our teachers will plan the physical classroom environment and lessons based on the observed developmental levels and current interests of your child. Documentation of classroom happenings will be presented with written rationale throughout the classroom and in classroom newsletters. Teachers will schedule routine conferences with you to discuss your child's cognitive, physical, social, and emotional development and create a plan for future growth.*

*As our educational partner and your child's first teacher, we expect you to commit to supporting your child and teacher throughout their developmental journey. Allowing your child time to practice rapidly developing skills as they are capable promotes persistence and independence. Actively participating in Parent/Teacher conferences allows you and your child's teacher to create a collaborative educational plan that best meets your child's needs. Following your set schedule permits your child to participate in all activities planned to meet his or her needs. Conversing with your child about the events of the day encourages language development and memory recall. Respecting your child, other families, and The Learning Community staff members and policies models positive, pro-social interactions for your child to imitate.*

*Together, we can create a rich learning community for your child to thrive. Thank you for sharing your child with us.*

*Sincerely,  
Brad Hand  
Director*

### **OUR MISSION**

The Learning Community is committed to providing young children with a learning environment that models excellence in early childhood education. During these crucial first years of education, we partner with parents to lay the foundation critical to the development of the whole child.

### **OUR PHILOSOPHY**

**We believe children learn through play.** Classrooms are arranged to provide many learning experiences for children as they interact with each other and staff. There are several interest areas within each classroom: blocks, library, discovery, manipulative, dramatic play, water/sand, and art. Children also enjoy large muscle activities on the playground.

**We believe children learn best through hands-on involvement with materials, equipment, and activities.**

**We believe children learn how to form positive relationships while interacting with other children and adults.** Through these interactions, children learn how to get along with others.

**We believe children learn through trying.** Self-sufficiency is encouraged (in relation to the developmental stage of the child). Each classroom is equipped with age-appropriate furniture and materials to encourage independence.

Within the above context, weekly plans are made for small group learning and purposeful play based on the observed interests and inquiries of the children.

The Learning Community, Inc. is legally responsible for all entities and actions of The Learning Community.

**VISION STATEMENT**

The Learning Community is a place where...

Children are seen as capable, independent individuals who are given opportunities to explore, discover, play, make decisions, and follow their curiosity and sense of wonder.

Families are devoted partners excited and involved in their children's learning, growing, and play. Families are welcomed, encouraged, and respected for their individuality, culture, and contribution to our community.

Staff is warm, energetic, and committed to children, families, and each other. They embrace and fulfill child development and early childhood principles. Each one is dedicated to creating a place of discovery and growth through play. Staff is valued for their passion, knowledge, skill, and pursuit of excellence.

We all work together to make The Learning Community a place of joy, wonder, and learning.

## **Early Education and Care Program**

**Curriculum:** The Learning Community utilizes *The Creative Curriculum for Preschool*® and *The Creative Curriculum for Infants, Toddlers & Twos*® to meet the developmental needs of each child by focusing on the interest areas within the room. Classroom teachers change the materials and provide activities to continuously meet the children's needs. Children learn by being involved in the classroom, with each other, and staff. Rather than planning activities in which staff feed information to the children, our activities are planned for children to discover knowledge through their play and work within the interest centers. Community meetings are kept short as we place an emphasis on small group and one-on-one interactions and less on large-group activities. Children have time each day to choose the activities of interest to them. Our focus mostly revolves around a study topic chosen from the observed interests and inquiries of the children which are made evident by the selection of material, artwork, and books. Goals and objectives for each age group are listed in the APPENDIX.

Research studies show the importance of play as part of an early childhood program. The Learning Community recognizes this importance and fosters child development through play. Classrooms designate large blocks of time for children to engage in various types of play. During this time, children explore important concepts such as literacy, large and small motor skills, mathematics, and social/emotional skills. The teacher's role during child's play is to guide and scaffold children's learning through open-ended questions and small group work.

**Child Assessments:** Assessing each child's developmental level is a critical part of our teachers' daily planning. Teachers will complete a developmental screening, *Ages & Stages*, within the first three months of enrollment, at every new age group transition and as needed. Teachers will also complete a developmental assessment checklist, *Teaching Strategies Gold*, four times a calendar year for children attending at least 8 instructional hours (not including nap times) each week. All children are carefully observed each day and anecdotal notes documented to assist the teachers in determining current interests and needs. Teachers will discuss your child's development, assessment and screening results at each Parent/Teacher Conference. In the event that a child's development does not seem to be on track according to the screening and assessment tools, we will refer you to the appropriate professionals and ensure follow through with all parties. See the APPENDIX for resources and referrals.

**Parent/Teacher Conferences:** Parent/Teacher Conferences are an integral element of our educational partnership. During this meeting, parent and teacher have an opportunity to discuss the growth and development of the individual child in each of the following areas: cognitive, language, social-emotional, and physical development as well as self-help skills both at home and school. Together, an educational plan will be created that is tailored to the development and personality of each specific child. Conferences will be scheduled twice a year, in the Fall and Spring. Additional conferences may be requested by teacher or parent/guardian as deemed necessary for all ages. Due to the importance of these collaborative meetings, attendance by at least one parent/guardian is mandatory. Families that choose not to participate in parent/teacher conferences, choose to withdraw their child from The Learning Community. If the first scheduled conference is missed, the second conference will be rescheduled at the teacher's preference and availability.

A translator will be hired if needed.

**Discipline and Guidance:** Children need adult guidance as they learn rules for daily living, expectations for appropriate behavior, and boundaries for physical and emotional safety. All staff members are trained to understand appropriate behavioral expectations. Our goal is to establish an environment where children develop respect, self-control, empathy for others, and learn appropriate ways of resolving problems and conflicts.

Guidance techniques that are implemented in the classrooms include:

- Giving children choices whenever possible
- Modeling appropriate behavior
- Reinforcing appropriate behavior
- Redirecting to a more acceptable activity
- Ignoring misbehavior of a less serious nature
- Active problem-solving with children involved

- Helping children find acceptable ways of expressing strong feelings
- Helping children find the words and actions to solve problems themselves
- Making directives or suggestions through positive statements
- Finding logical consequences for inappropriate behavior
- Brief self-removal for child to settle self and regroup

Staff will never use physical abuse, punishment, shame, humiliation, fear, delayed or extended consequence, or loss of affection with children.

A collaborative meeting of parents/guardians, staff, and director will be requested to discuss possible solutions to reoccurring serious mistaken behavior.

**Challenging Behaviors:** Children exhibiting persistent challenging behaviors in the classroom may need an individualized behavior plan to help them be more successful. After documenting behaviors and guidance strategies that have already been attempted, lead teachers need to request a conference with the Administrative Staff. If additional support is needed, the Inclusion Specialist from Early Childhood Alliance will be requested to observe and offer suggestions and resources.

**Suspension/Expulsion Policy:** When a child engages in challenging behaviors that cannot be resolved using ordinary classroom strategies, alternative methods must be considered. In accordance with the Office of Early Childhood and Out-of-School Learning, The Learning Community makes every effort to provide a purposeful and engaging environment that represents and supports each child's cultural diversity and different stages of development. Each classroom environment encourages children to discover and develop their individual sense of self, self-regulation, conflict resolution skills and relationship building skills. Teachers support children's social and emotional development by helping them understand their own, and others' feelings, regulate and express their emotions appropriately, build relationships and support positive interactions with others, as outlined in other parts of this handbook.

When a child experiences extreme challenging behaviors, The Learning Community will take the following steps to remedy the behavior to avoid dis-enrollment:

1. An emergency conference will be scheduled with the family to discuss reoccurring classroom disruptions and possible solutions that have worked at home.
2. The classroom teacher and administration will document the child's behavior and will develop (with assistance from families) and implement a written behavior action plan.
3. Teachers will be given extra professional development in developmentally appropriate behaviors and classroom management strategies if needed.
4. In the event that the behavior action plan is unsuccessful, the behavior specialist from Early Childhood Alliance will observe the child and provide appropriate support for the child, teacher and program.
5. When needed, outside agencies will be utilized for additional assistance, such as First Steps, Parkview Behavioral Health, Three Wishes, Bowen Center with therapy, consultations, home visits and behavioral support. Families may consult with their physician to determine any medical reasons behind child's abnormal behavior.
6. Assistance from families will be utilized, such as phone calls made to the child during the day, visits to the center during the day or half-day attendance.

All steps will be documented as evidence of active problem-solving as well as used for future data to set goals and limit such behaviors in the future.

When families are active participants in this process, we encourage children to remain in our program. Expulsion is used only as a last resort. If the families are unwilling to assist in these steps, we will do our best to give the parents two weeks to find

alternative care for the child, unless the child causes severe harm or injury to another child or staff member at which time we reserve the right to dis-enroll the child immediately.

**Age Grouping/Ratios:** Children are grouped into classrooms according to age. In order to provide continuity of care and decrease the number of classroom transitions for the children, four age groupings will be used:

<u>Classrooms</u>	<u>Ages</u>	<u>Ratio</u>	<u>Max Group (classroom)</u>	<u>Max Group (playground)</u>
Continuity of Care (COC)	6 weeks-24 months	4:1	7	8
Twos	24-36 months	5:1	10	10
PreK	3-5 years	10:1	18	20
School-agers	Kindergarten-12 years	15:1	20	30

**Daily Schedule:** Schedules are designed around the developmental needs of the children and are flexible to meet the daily needs of the children. Sample daily schedules are listed for each age group in the APPENDIX.

**Birthdays:** Families are welcome to celebrate a child's birthday within the classroom community. You are encouraged to visit the classroom with a special activity such as reading your child's favorite story to the class, facilitating a cooking activity with one of your child's favorite foods, bringing your child's favorite game to play with classmates, or sending non-edible "treats" such as stickers or pinwheels for peers. Any edible treats must be in an unopened commercial package, and must meet the dietary restrictions of each child in the class. Parents are not allowed to bring in any beverages; drinks will be served by TLC. Please discuss your intents with your child's teacher in order to assist with daily planning and determine quantities needed.

**Diapering/Toileting:** You are responsible for providing an **unopened** bag of disposable diapers as needed. Teachers will notify you when diapers need to be replaced. Diapers are changed at least every 2 hours, when children awake from a nap, and more frequently as needed.

Cloth diapers: Families choosing to use cloth diapers are responsible for maintaining at least a two day supply of diapers and waterproof diaper covers at the center. Covers will be changed at each diaper change. Soiled diapers and diaper covers will be given to parents at the end of each day for laundering.

When you and your child's teacher observe that your child is ready for toilet training, we strongly encourage the use of regular underwear or thick training pants rather than Pull-Ups®. When a child is ready for the transition to underwear, a consistent toileting routine at both home and school should result in a relatively smooth transition.

**Outside Play:** Allowing children to interact with nature and have large areas to develop large motor skills is essential to their overall development. All children will have at least one outside playtime each day as long as the temperature is above 25° and not raining, as required by state laws. If the temperature falls below 10°, children are permitted to be outside for half of the regular time, with the exception of the COC and 2's rooms. When the temperature drops to 0°, no children may be outside. All temperatures are based on wind-chill factor. When unable to play outside, children will be allowed gross-motor play in the multi-purpose room.

When an Ozone Action day is declared for the city of Fort Wayne, children's outside time will be reduced to 15-20 minutes in the morning only. Children's playtime will also be restricted to a shortened period in the morning on Heat Advisory days.

You may request that your child be excluded from outside activities 2 days per season. All requests must be made in writing. Any additional days require a doctor's note stating medical reason for exclusion from outside activities.

**Field Trips:** Teachers will notify you in writing of any scheduled field trip. A signed permission form must be on file prior to participation in a field trip. Staff will account for children before, during, and after field trips and must maintain appropriate child/staff ratio at all times. Field trip admission costs for enrolled children are covered by the Materials Fee. Parents attending field trips are responsible for paying any admission fees associated with trip.

**Transportation:** All children will be secured in proper restraints. No child will be permitted to ride in the front seat of any vehicle. Staff member or parent volunteer driver must be at least 21 years of age, hold a proper driver's license, and provide proof of insurance. If a parent volunteer is driving any children, a staff member will be in the vehicle at all times. Documentation must be on file at the center prior to transporting children.

**Walks:** Staff and children may take walks, wagon rides, or buggy rides around the East State Professional Park as weather permits on a daily basis. Walks/rides may not leave the property of East State Professional Park. You must provide signed permission on the Enrollment Form in order for your child to participate on classroom walks.

**Visitation/Phone Calls:** The Learning Community has an open-door policy. Unscheduled visits by custodial parents or guardians of a child at The Learning Community are welcomed at any time. You may call the center to talk to the teaching staff to check on your child. However, unless it is a scheduled phone conference, please keep all phone conversations short to allow staff to continue to provide quality education and care for your children. Please be considerate of meal and snack times when planning to visit your child or talk with the teacher.

**Transitions to New Room:** Scheduled transitions to a new classroom will be based on your child's age. You will be notified by your child's current teacher of the scheduled transition. The process will take place over the course of a period of weeks depending on the needs of the child.

**Toys:** We provide a stimulating classroom full of materials and supplies. Children's personal toys need to be left at home. The Learning Community assumes no responsibility for personal toys. If your child would like to share a book with the class make sure that it is clearly labeled and understand that other children may be handling it. Use of toy guns, war toys, and other toys of destruction are not permitted.

**Special Needs:** The Learning Community makes every attempt to accommodate children with special needs. A team meeting of classroom teacher, parent/guardian, administrator, and outside therapists/teachers must be held prior to the first day of your child's attendance to review the IFSP or IEP and create a care plan that meets the child's needs. Additional conferences will be held a minimum of twice a year to review child's care, development, and changing needs. A current copy of child's IFSP or IEP must be kept on file at the center.

## **Enrollment Policies**

The Learning Community is an equal opportunity child care provider. Enrollment is granted regardless of race, religion, color, nationality, sex, or disability.

**Required Documentation for Enrollment:** The following documents must be completed, signed, and on file prior to any child receiving care:

Enrollment form	CACFP paperwork
Birth certificate	Getting to Know You Form
Any relevant court orders	Infant Feeding Plan
Physical and immunizations forms	Brightpoint forms

**Health Examination/Immunization Records:** State regulations require each child to have a physical examination within twelve months prior to admission or within 30 days following admission. This examination shall include all immunizations appropriate for the child's age. Maintenance of age-appropriate physical and immunization documentation is required for all children. Age-appropriate immunizations as required by our program are listed in the Appendix.

It is your responsibility to provide documentation of immunizations each time they are received. The maintenance of these records is required by the state of Indiana. Failure to keep your child's health record current will result in your child being refused admission to The Learning Community. Child files are checked quarterly for required updates.

When a child is behind recommended schedule of immunizations or on an alternate shot plan, documentation must be provided from the doctor indicating a schedule of vaccinations to bring them up to date. See Appendix for complete list of state required immunizations.

**Confidentiality:** All information pertaining to the admission, health, development, behavior, family, or discharge of a child is classified confidential and will not be released to individuals other than parents/guardians without a written release from the parent/guardians. We are required to release necessary information to the Division of Family and Children, Child Protective Service, or other agencies authorized by law.

Admission files are kept locked in the main office area. Our administrative staff is the only staff members with open access to files. Teachers keep child assessments, developmental checklists, observations, and anecdotal notes in their classroom to assist with planning and curriculum. Information contained in these assessment files are for use and discussion by the teaching staff for planning purposes only within the confines of their classroom teaching staff and teacher collaboration groups. Information included in either set of files may not be discussed outside of The Learning Community or shared with other center families.

## **Scheduling Policies**

**Hours of Operation:** The Learning Community is open from 6:30 am to 6:30 pm on Monday through Friday. Due to nap and rest times, children may not be dropped off between or picked up between 12:00-2:30 pm.

**Arrival/Dismissal:** It is the responsibility of the adult dropping off or picking up a child to notify caregivers in classroom of arrival and departure, sign-in on the attendance clipboard, and successfully clock-in/out on ProCare. Adults must not leave children unattended or allow children to walk by themselves to the classrooms to drop off their siblings. Attendance clipboards will travel with the class and will be used as official record of attendance in case of emergency. Families repeatedly failing to consistently sign children in and out on a daily basis may be refused care. Families need to use the front doors for entrance and exit each day. Children may not be removed through any playground gates or while on a supervised walk. Children must be supervised at all times in the hallways.

**Holidays:** We will close on the following holidays:

**New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day,  
Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas day.**

In the event a stated holiday falls on a Saturday, The Learning Community will close for operation on the Friday before. Should the holiday fall on a Sunday, we will close on the following Monday. **Regular weekly fees will be expected for these days for families.**

**Schedules:** Our classroom teachers put a great deal of effort into creating lesson plans around each of your child's developmental levels and needs. Specific activities are prepared for and scheduled based on the schedule that you have submitted for your child. When schedules are followed closely, your child has the opportunity to participate in all of the activities and work that the teacher has carefully chosen to support your child's continued development. However, when a child arrives late or misses a day without notice, important learning opportunities and meals/snacks that have been ordered are wasted. We understand that on occasion, situations will arise making it impossible to stick to your set schedule. In these situations, please call with a new arrival time. If you find yourself consistently missing your currently scheduled drop-off and pick-up times, stop by the front desk to submit a **Request for Schedule Change** form by Thursday at noon the week prior to the change. Schedule changes are subject to classroom availability.

*Community:* Weekly schedules that are turned in at the time of enrollment are valid for one year unless an alternate schedule is submitted and approved. During the school year, school-aged children will be billed at the weekly before and after school care rate. Enrollment preference will be given to families with full-time schedules.

*PFW:* Weekly schedules that are submitted at the time of enrollment are valid for the current semester only. Temporary schedule change requests need to be submitted to the front desk by THURSDAY at NOON of the week prior to schedule change. Schedule changes are subject to classroom availability. Reduction in scheduled hours submitted beyond this deadline will not result in a reduction in fees. **Request for Schedule Change** forms are available at the front desk.

*PFW:* Families are not required to pay for regularly scheduled school-related breaks and holidays, given that a schedule change was submitted.

**Occasional Care/Varied Schedules:** Individuals needing infrequent or varied schedules will be enrolled on an Occasional Care basis. Occasional Care scheduling is based on availability and is not guaranteed. Schedule requests will be accepted as current enrollment allows. All occasional care must be approved prior to arrival at the center. Once a time is scheduled, charges will be incurred regardless of attendance. All paperwork must be completed in child's file in order to attend.

**Late Pick-Up:** The center closes at 6:30 pm. Families with children at the center past 6:30 pm will have a fee of \$5 per minute PER CHILD assessed to their account. If we are unable to contact a parent/guardian past 6:30 pm, emergency contacts listed on the Enrollment Form will be contacted. In the event that all efforts to contact an authorized contact fail, Child Protective Services will be contacted by 7:30 pm.

**Authorized Persons to Remove Child from Care:** Any authorized individual that is not known to the staff MUST provide picture identification in order to remove a child from the premises. Individuals not listed on Enrollment Form and without direct consent from the parent/guardian will NOT be allowed to remove a child from the center. Furthermore, only an adult will be authorized to remove children from the classroom. Siblings are not allowed to remove children from the classroom by themselves, unless they are over 18 years old.

**Leave of Absence:** Leaves of absence will be granted at the discretion of the Directors based on feasibility and current enrollment. Anyone requesting a leave of absence of two weeks or longer must fill out a **change of schedule form** and contact the Director to discuss the situation. Depending on the length of the leave requested, a holding fee may be required.

**Withdrawal from the Center:** Should the need arise to withdraw your child from The Learning Community; a two week notice of intent to withdraw from the program is required. Two weeks tuition will be assessed to the account if proper notification is not given.

**Vacation:**

*Community:* After attending The Learning Community for 90 days, each child receives two weeks of vacation time to use prior to the child's next anniversary. Vacation time must be used in one week increments with 1 week vacation equaling the typical weekly schedule for the child. When using a vacation week, one half of normal weekly fees will be assessed to your child's account. Submit a **Request for Schedule Change** form by NOON on Thursday the week prior to the desired vacation to receive discounted vacation rate.

*PFW:* Vacation time does not apply to Purdue University Fort Wayne student and faculty.

**Emergency Closings:** We will close under any of the following circumstances:

- |                                       |                  |
|---------------------------------------|------------------|
| Loss or contamination of water supply | Sewage backup    |
| Extended loss of electricity          | Lack of heating  |
| Weather damage                        | Noxious gas leak |
| Fire damage                           |                  |

In case of mid-day closing, you will be notified via phone. In the event a parent/guardian cannot be reached, we will contact the emergency contact individuals named on the Enrollment Form.

**Inclement Weather Closings:** When the road conditions or temperatures reach dangerous levels, for the protection of our staff, families and children, we may choose to close the center. We make these determinations based off our center's needs and are not affiliated with FWCS or PFW closings. These closings will be treated like a holiday and regular weekly tuition will be charged.

Closings will be announced on The Learning Community's Facebook Page and news channels 15 and 21's websites, apps and bottom of your TV screen. It will appear as **The Learning Community-CLOSED**.

**School Age Expulsion from School:** The Learning Community is not responsible for providing child care during regular school hours for a child that has been suspended or expelled from their school for any reason.

## **Financial Policies**

**Registration Fees:** A registration fee of \$50 for the first child and \$75 per sibling group must be received prior to care given. This fee will be posted to the ledger on the date of enrollment. This is an annual fee due at the enrollment anniversary. This fee covers annual documentation required to be submitted by the center to the state's family and social services administration.

**Materials Fee:** A materials fee of \$120 per family will be assessed to each account in two \$60 installments: January and July. This fee is due thirty days after the enrollment date. For families enrolling in other months, the materials fee will be pro-rated. This fee covers part of our cost for supplies and materials needed to care for your children throughout the day.

**Weekly Fees:** Payment is due by Friday of each week. Accounts that become delinquent by two weeks will be withdrawn from the center. In the event that an attorney is needed to collect outstanding balances, the responsible party named on the account becomes accountable for all attorney, court and collection fees.

*PFW:* Hourly fees for the current week of care will be billed at the beginning of each week for scheduled hours. Billing for hours attended outside of scheduled hours will be billed the following week; this is called Extra Hours Billing on your ledger. Hours that are scheduled but missed due to illness will be billed as scheduled.

**Making Payments:** We accept cash, personal checks, Visa, MasterCard, and Discover. Account balances are posted on the check-in screen on Procure. Envelopes for cash payments are available at the front desk. Complete the front portion, enclose cash, and place in lock box. Checks made payable to TLC may be deposited in the lock box also. Credit card payments can be taken by an individual at the front desk. Credit card users will be assessed a 3% fee of total bill. Manually/phoned in credit card payments will be assessed a 5% fee to total bill.

**Tuition Express:** Tuition Express is a program through our childcare software, Procure, that allows us to offer automatic payment options. You may sign up for automatic tuition payments through your credit card, checking account or savings account. Withdraws from your account are made on Wednesdays of each week. Withdraws from a credit card are still processed a 3% fee.

**Returned Check Fee:** A \$35 fee will be assessed for all checks returned by the bank.

## **Food Policies**

Due to severe allergic reactions in some children, The Learning Community will not serve foods containing peanuts/nuts or peanut/nut products.

**Meals/Snacks:** All meals and snacks served will meet the minimum requirements established by the State. All children will receive a full portion of each food and drink item served. Seconds will be available upon child's request. Children will be allowed to begin eating as soon as they are served. Menus are posted in each classroom and at the front desk.

**Eating Schedule:** Meals and snacks will be served at the following times. Your child must arrive within stated time frame to receive the meal or snack.

	<b>Fed on demand in accordance with individualized feeding plan</b>	
<b>Infants:</b>		
Toddlers:	Breakfast 7:00-7:30	AM Snack 9:30-9:45
	Lunch 11:45-12:15	PM Snack 2:30-2:45
<b>Twos:</b>	<b>Breakfast 7:00-7:30</b>	<b>AM Snack 9:30-9:45</b>
	<b>Lunch 11:45-12:15</b>	<b>PM Snack 3:00-3:15</b>
PreK/SA (Breaks):	Breakfast 7:00-7:30	AM Snack 9:30-10:00
	Lunch 12:00-12:30	PM Snack 3:00-3:30
<b>School Ageds</b>	<b>Breakfast 7:00-7:30</b>	<b>PM Snack upon return</b>

\*\*\*You may not bring food for children to eat in the classroom who have missed the scheduled meal.  
Children must finish any and all food items before entering the building.\*\*\*

**Infant Food:** The Learning Community provides baby food and cereal, as well as Similac **ready-to-feed** formula as part of daily feeding. Families choosing to provide their own baby food must bring it in the unopened original packaging. In addition, families choosing to use nursery/distilled/purified water may provide a jug for use while at school. Those families wishing to make their own baby food may discuss procedures with the director.

**Breastfeeding:** Families are welcomed to supply breast milk and/or schedule nursing sessions in the classroom or alternate location within the center. See Breastfeeding Procedures form for handling and labeling procedures.

**Special Diets-Food Allergies or Medical Reasons:** We accommodate all special dietary needs of children. Children requiring a special diet due to medical reasons or allergic reactions are required to have a doctor's note stating allergy/medical condition and dietary instructions/substitutions to follow. Depending on the necessary food substitutions, you may be required to provide special foods.

**Special Diets-Religious/Personal Reasons:** A child requiring a special diet due to religious or personal beliefs shall provide a written statement of requested dietary changes. Depending of the requested food substitutions, you may be required to provide special foods.

**Treats from Home:** Special treats brought from home to share with classmates must be store bought and in the original packaging. Treats must meet dietary restrictions of all children in the classroom. Please notify the classroom teacher in advance and plan to provide enough for each child.

**CACFP:** (Child and Adult Care Food Program): CACFP is a program funded by the USDA through the Department of Education that subsidizes the food service costs to qualified schools and care centers. Paperwork for the program will be provided for required annual updates.

**USDA Non-Discrimination Statement:** "The US Department of Agriculture (USDA) prohibits discrimination in all USDA programs and activities on the basis of race, color, national origin, sex, age, or disability." To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup>, and Independence

Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 or 888-5983 Extension 512 (toll free). USDA is an equal opportunity provider and employer. See Appendix for full USDA Non-Discrimination Statement.

### **Health and Safety Policies**

The Learning Community prohibits smoking, use of alcohol, use or possession of firearms (unless required as a condition of employment), and use or possession of unauthorized potentially toxic substances in the child care center and property.

**Exclusion of Sick Children:** Any child with a fever of 101° or greater, reoccurring diarrhea, or vomiting must be excluded from the center until they are symptom free for a 24 hour period *without the assistance of medication*. Reoccurring diarrhea is defined as 3 or more liquid stools in a day. Each case will be considered on an individual basis by the administrative staff. Conditions such as teething, receiving shots or allergies where a fever may be a side effect do not apply to this rule. Any oozing or rash of an unknown cause must be assessed by a medical professional and documentation provided from a medical professional that it is not contagious before attending center. If a child becomes ill at the center, parents/guardians will be notified immediately. If a parent/guardian cannot be reached, the emergency contacts listed on the Enrollment Form will be called.

If the child is running a temperature of 101° or higher, vomiting, or has diarrhea, the child must be picked up as soon as possible.

**Any child sent home with a fever of 101° or higher, vomiting, or diarrhea may not return until they are symptom free for 24 hours without the aid of medication unless specified as non-communicable by a doctor with an accompanying doctor's note.**

We will follow the recommendations of the State indicated on the Communicable Disease Guidelines for Child Care Centers listed in the APPENDIX.

**Prescription Medication:** When the need arises, we will administer prescription medications as prescribed by a doctor. Medication will not be administered without a signed Medication Authorization Form completed for the specific week medication is needed or verbal permission granted per phone call. With the exception of prescription diaper creams, all medications must be kept in the main office.

**Non-prescription Medications:** The Learning Community keeps a supply of acetaminophen and Benadryl (or generic equivalent) on site. In order for a child to receive these medications, they must be approved on the Enrollment Form and a Medication Authorization Form completed for the specific week medication is needed or verbal permission is granted over the phone.

**Acetaminophen may only be given for fevers of 100° or greater or teething pain.**  
**Benadryl may only be administered for allergic reactions or seasonal allergies in children ages 2 and older.** Non-prescription Medication Authorization must be renewed every two years and annually for children ages two and under. **All other non-prescription medications, ointment, lotion, or Chap Stick cannot be dispensed without a written doctor's order stating medication name, dosage, frequency of dosage, and medical reason for medication.**

**Scheduling Medicine Dosages:** The safest place for medication to be administered is in the home. When the need arises that your child requires medication, you need to plan as many dosages as possible for your child at home.

**Safe Sleep Practices:** All infants will sleep in cribs until they are steady walkers and one year old. All infants and toddlers sleeping in cribs will be placed on their backs to sleep in safety approved cribs unless an alternate sleep position is needed for a medical reason. Alternate sleeping positions waivers must be signed by your family physician and

approved by Family and Social Services. When infants are able to easily turn over from their backs to a prone position, they will be placed on their back but allowed to adopt whatever position they prefer to sleep. Infants that fall asleep anywhere but in a crib (bouncy seat, stroller, etc) will be transferred to a crib and placed on their back. Infants will be lightly clothed and comfortable while sleeping. No soft materials such as pillows, blankets, quilts, comforters, sheepskins, stuffed toys, and other soft products will be allowed in the crib. Parents may choose to provide a sleep sack for their infant; however, swaddles are not allowed to be used in the classroom.

**Accidents/Injuries:** If a child is injured while at The Learning Community and requires medical attention, you will be notified immediately. An accident report will be completed and filed with the state. First aid will be administered on site for minor injuries (cuts, scrapes, etc.). You will be notified by a phone call in an event of a more significant injury that does not require outside treatment (black eye, insect sting, etc.). Minor injury reports are posted in each classroom.

**Insurance:** If a child is injured while at the center and requires medical attention, you are responsible to submit all claims to your insurance company. Any medical charges that are not covered by your insurance company may be submitted to The Learning Community. Once The Learning Community submits the claim to our insurance company, the insurance company will work with you directly to resolve the matter.

**Release of a Child to an Intoxicated or Impaired Person:** Any parent/guardian who appears intoxicated or impaired but insists on removing a child from our care will be reported to the police immediately. Individuals listed as an emergency contact on the Enrollment Form who appear intoxicated or impaired will be denied access to children and parents will be contacted to make alternate transportation arrangements.

**Court Orders:** We will comply with any court order that prevents a particular individual from having contact with a child. A copy of the court order must be kept on file at the center.

**Clothing Policies:** When assisting your child with dressing for the day, please take the following factors into consideration.

- Comfort: Clothes should be comfortable for both indoor and outdoor activities.
- Fasteners: Complicated fasteners are frustrating for both child and adults.
- Condition: Only send your child in clothes that you don't mind them getting paint, marker, and dirt on.
- Shoes: Open-toed shoes and flip flops are hazardous for physical and outdoor activities. Mulch may splinter under toenails. Toenails can be pulled out if a child trips in open-toed shoes on cement. Children may not wear flip flops while at The Learning Community. Buckle-up sandals are appropriate for summer.
- Weather: Weather-appropriate clothes must be provided for your child each day.

The Learning Community is not responsible for clothing damaged during normal children's activities.

**Spare Clothing:** Spilled drinks, food stains, bathroom accidents, and falls are all a normal part of childhood learning. Each child needs a minimum of one complete change of weather-appropriate clothing in their cubby or backpack to be used as needed. Additional changes of clothes will be needed during times of toilet training. Spare clothes should be changed as weather changes and child changes sizes.

**Amber Teething Necklaces:** For the safety of the children, amber teething necklaces are not allowed. These pose a strangulation hazard, especially for the younger ages.

## **Communication Policies**

**Parental Concerns:** Concerns which require administrative staff attention should first be discussed at the level of occurrence. Classroom concerns should first be discussed with your child's lead caregiver. If you feel that the situation does not improve or correct itself, schedule an appointment with the Director to further discuss the situation.

**Daily Communication:** Teachers communicate with parents verbally at both drop-off and pick-up about children's ongoing development and learning. Email and phone conferences will be utilized for longer conversations. Staff will complete a daily care sheet for each child in the COC and Twos classrooms that records meals/snacks, diapering/toilet use, sleep times, and general mood. As children's language develop, they become more capable of sharing daily activities with parents. Preschool classrooms post daily conversation prompts next to the sign-in area to assist parents with conversation starters regarding the events of the day.

**Parent Bulletin Board:** The Parent Bulletin Board is located at the front of the building and is reserved for important information concerning upcoming program and community events and program reminders.

**Newsletter:** We will publish a monthly newsletter to provide parents/guardians with information regarding upcoming events, updates to policies or procedures, and other pertinent information. The newsletters will be sent out to families through email, and hard copies will be available at the front desk.

**Reporting Abuse and Neglect:** As required by law, each of our staff members receives annual training to recognize and report child abuse and neglect. Staff members are instructed to report suspected abuse and neglect to an administrator immediately for reporting to Child Protective Services.

## **Parental Conduct**

As responsible adults, you are expected to follow the policies and procedures of The Learning Community and to behave in a respectful, appropriate manner with staff members, children, and other parents/guardians.

Lengthy conversations should be avoided in the classroom in order for staff to maintain proper interaction and supervision with children. Phone calls during nap, emails, or conferences are effective tools for discussing issues in further detail.

Out of respect to others and your children, swearing and use of other foul language will not be tolerated in the center.

In order to greet your child and to respect the privacy of others, all cell phone conversations must end prior to entering the building.

Any parent/guardian that engages in threatening or harassing behavior (sexual or non-sexual in nature) with a child, parent/guardian, or staff member will be escorted from the premises and future access to center grounds will be denied.

In addition, parents must abide by laws pertaining to car seats. If we observe a parent or guardian neglecting to use a car seat, the Fort Wayne P. D.'s desk sergeant will be notified.<sup>1</sup>

## **APPENDIX**

---

<sup>1</sup> A copy of current Child Passenger Safety laws is located in the appendix.

Creative Curriculum Objectives for Development & Learning

Sample Schedules

Communicable Disease Guidelines for Child Care Centers

When Do Children Need Vaccinations?

Fee Schedule

Resources and Referrals

Child Passenger Safety

USDA Full Nondiscrimination Statement

## CREATIVE CURRICULUM OBJECTIVES FOR DEVELOPMENT & LEARNING

### Social–Emotional Development

1. Regulates own emotions and behaviors
  - a. Manages feelings
  - b. Follows limits and expectations
  - c. Takes care of own needs appropriately
2. Establishes and sustains positive relationships
  - a. Forms relationships with adults
  - b. Responds to emotional cues
  - c. Interacts with peers
  - d. Makes friends
3. Participates cooperatively and constructively in group situations
  - a. Balances needs and rights of self and others
  - b. Solves social problems

### Physical

4. Demonstrates traveling skills
5. Demonstrates balancing skills
6. Demonstrates gross-motor manipulative skills
7. Demonstrates fine-motor strength and coordination
  - a. Uses fingers and hands
  - b. Uses writing and drawing tools

### Language

8. Listens to and understands increasingly complex language
  - a. Comprehends language
  - b. Follows directions
9. Uses language to express thoughts and needs
  - a. Uses an expanding expressive vocabulary
  - b. Speaks clearly
  - c. Uses conventional grammar
  - d. Tells about another time or place
10. Uses appropriate conversational and other communication skills
  - a. Engages in conversations
  - b. Uses social rules of language

### Cognitive

11. Demonstrates positive approaches to learning
  - a. Attends and engages
  - b. Persists
  - c. Solves problems
  - d. Shows curiosity and motivation
  - e. Shows flexibility and inventiveness in thinking
12. Remembers and connects experiences
  - a. Recognizes and recalls
  - b. Makes connections
13. Uses classification skills
14. Uses symbols and images to represent something not present
  - a. Thinks symbolically
  - b. Engages in sociodramatic play

### Literacy

15. Demonstrates phonological awareness

- a. Notices and discriminates rhyme
  - b. Notices and discriminates alliteration
  - c. Notices and discriminates smaller and smaller units of sound
16. Demonstrates knowledge of the alphabet
    - a. Identifies and names letters
    - b. Uses letter-sound knowledge
  17. Demonstrates knowledge of print and its uses
    - a. Uses and appreciates books
    - b. Uses print concepts
  18. Comprehends and responds to books and other texts
    - a. Interacts during read-alouds and book conversations
    - b. Uses emergent reading skills
    - c. Retells stories
  19. Demonstrates emergent writing skills
    - a. Writes name
    - b. Writes to convey meaning

### **Mathematics**

20. Uses number concepts and operations
  - a. Counts
  - b. Quantifies
  - c. Connects numerals with their quantities
21. Explores and describes spatial relationships and shapes
  - a. Understands spatial relationships
  - b. Understands shapes
22. Compares and measures
23. Demonstrates knowledge of patterns

### **Science and Technology**

24. Uses scientific inquiry skills
25. Demonstrates knowledge of the characteristics of living things
26. Demonstrates knowledge of physical properties of objects and materials
27. Demonstrates knowledge of the Earth's environment
28. Uses tools and other technology to perform tasks

### **Social Studies**

29. Demonstrates knowledge about self
30. Shows basic understanding of people and how they live
31. Explores change related to familiar people or places
32. Demonstrates simple geographic knowledge

### **The Arts**

33. Explores the visual arts
34. Explores musical concepts and expressions
35. Explores dance and movement concepts
36. Explores drama through actions and language

### **English Language Acquisition**

37. Demonstrates progress in listening to and understanding English
38. Demonstrates progress in speaking English

Creative Curriculum, Teaching Strategies 2017

## SAMPLE SCHEDULES

### Continuity of Care\*

\*Infants will be fed according to individual feeding plans.

#### Infants/Toddlers

6:30-7:00	Play
7:00-7:30	Breakfast
7:00-9:00	Exploration/Diaper checks
9:30-9:45	Hand Washing & Snack
9:45-10:45	Exploration, Diaper Checks, Indoor/Outdoor Activities Including Choice, Art, & Music
10:45-11:00	Group time: conversation, stories, creative movement, music, or concept development
11:00-11:45	Exploration, Diaper Checks, Indoor/Outdoor Activities Including Choice, Art, & Music
11:45-12:15	Hand Washing & Lunch
12:15-2:30	Nap
1:30-2:30	Quiet Play, Diaper Checks, Clean Up Nap Items
2:30-3:00	Hand Washing & Snack
3:00-4:00	Exploration, Diaper Checks, Indoor/Outdoor Activities Including Choice, Art, & Music
4:00-4:15	Group Time: conversation, stories, creative movement, music, or concept development
4:15-6:30	Indoor Play, Art Activities, Diaper Checks

#### Twos

6:30-7:30	Play
7:30-8:00	Breakfast
8:00-9:30	Exploration/Diaper Checks/Potty Breaks
9:30-9:45	Hand Washing & Snack
9:45-11:30	Exploration, Diaper Checks, Indoor/Outdoor Activities Including Choice, Art, & Music
11:30-11:45	
11:45-12:15	Hand Washing & Lunch
12:15-12:30	Group time: conversation, stories, creative movement, music, or concept development
12:30-2:30	Lunch clean up, diaper check/potty break, lay on cots, read books
12:30-3:00	Nap
2:30-3:00	Quiet play, diaper check/potty break, clean up nap items
3:00-3:15	Hand Washing & Snack
3:15-4:00	Exploration, diaper check/potty break, indoor/outdoor activities including choice, art, and music
4:00-4:15	Group time: conversation, stories, creative movement, music, or concept development
4:15-6:30	Indoor play, art activities, diaper checks

#### Preschool

6:30-7:30	Play
7:30-8:00	Breakfast
8:00-9:15	Free Play
9:15-9:30	Group Time: conversations, stories, creative movement, music, or concept development
9:30- 11:45	Snack, Choice Time, Indoor/Outdoor Activities
11:45-12:00	Group Time: conversations, stories, creative movement, music, or concept development
12:00-12:30	Hand Washing & Lunch
12:30-1:00	Lunch clean up, potty break, quiet activities
1:00-2:30	Nap/Rest time
1:30-2:30	Quiet activities for non-nappers
2:30-3:00	Quiet play, clean up nap items
3:00-4:00	Hand Washing & Snack, Free Play, Indoor/Outdoor Activities
4:00-4:15	Group Time: conversations, stories, creative movement, music, or concept development
4:15-5:00	Indoor Play
5:00-5:15	Group Stories
5:15-6:30	Indoor Play, Art Activities

#### School Age (Before/After

<u>School)</u>	
6:30-7:30	Play
7:30-8:00	Breakfast
8:00-8:30	Departure
3:00-3:45	Arrival, Snack, Homework, Games, Art Activities
4:15-6:30	Community Time, indoor/outdoor play, choice time

Communicable disease guideline chart for child care providers 2017

Disease & Incubation	Signs/Symptoms	How Transmitted	When Communicable	Restrictions	Control Measures
<b>Cytomegalovirus</b>	Fever, sore throat	Fecal-oral, contact with urine, oral and nasal secretions. Up to 70% of children are infected between ages 1-3.	3 to 8 weeks after exposure	None	Strict hand washing procedures after diapering and toileting. Female employees of child bearing age should be referred to their primary care provider or health department for counseling about their risk of CMV infection.
<b>Chicken Pox (Varicella)</b>	Fever, skin eruption with blister like lesions	Airborne or direct contact w/vesicle fluid. Contact with shingles lesion (direct or indirect)	1-2 days before outbreak, till blisters dry	Until all the blisters have dried.	Vaccination and isolation of sick individuals. Shingles vaccine for staff as recommended by their health care provider.
<b>Diarrheal Diseases: (Varies) Salmellosis Shigellosis Giardiasis Rotaviral Enteritis E. Coli 0157:H7 Cryptosporidiosis Campylobacteriosis</b> Varies from 6-14 hrs	Abnormally loose or frequent stools, vomiting and sometimes fever. A physician should diagnose specific cause.	Fecal-oral route, through contaminated articles, food/beverages and hands.	Throughout acute infection and as long as organisms are in stool.	Exclude until diarrhea is gone for 24 hours and 2 negative stool cultures or as advised by local health department and physicians.	Proper handwashing, sanitize all contaminated articles and equipment. Keep diapering and food service tasks and items <u>separate</u> . Notify parents. Check with health consultant for specifics. Notify local health department when clusters of cases occur.
<b>Head Lice (Pediculosis)</b> Eggs hatch in 7 days/1 week (can multiply in 8-10 days, lives 20-30 days).	Severe itching; small lice eggs closer than 1/4" to nits on hair. Bumpy rash on nape of neck, behind ears and/or crown of head may appear after persistent infestation.	Direct contact with live lice infested individual or their clothing, article to article contact, i.e. coats, blankets and hats.	As long as live lice remain on an infested person, or until eggs are 1/4" away from scalp.	Until after child is treated and others in the household evaluated. Do not exclude for the presence of nits only.	Vacuum to get rid of lice in environment. Wash all clothing and bedding in hot soapy water for 20 minutes. Notify parents. Keep all children's personal items and clothing separate.
<b>Scabies</b> 2-6 weeks-initial exposure 1-4 days-Re-exposure	Mite burrows under skin. Red, itchy rash tends to be in lines or burrows usually on wrists, elbow creases or between fingers.	Skin to skin contact. Shared clothing.	Until mites are destroyed	Exclude for 24 hours after initial treatment completed.	Notify parents. Wash all clothing and bedding in hot soapy water for 20 minutes. Keep all children's personal items and clothing separate.
<b>Impetigo</b> 4-10 days Staphylococcus Streptococcus 1-3 days	Blisters, crusts, scabs on skin which are flat and yellow may be weeping.	Direct contact with infected area or with nasal discharges from infected child.	When weeping, crusted lesions are present.	Exclude until on antibiotic Rx for 24 hrs. and lesion can be covered.	Child and staff wash hands frequently throughout day. Notify parent. Wear disposable gloves when treating. Cover draining lesions with dressing.
<b>Measles (Rubeola)</b>	Fever, cough, red eyes, photosensitivity, spots on tongue and mouth, blotchy rash 3 <sup>rd</sup> and 7 <sup>th</sup> day, lasting 4 to 7 days	Droplet and direct contact with nasal or throat secretions.	7-18 days from exposure	From time of initial fever till 4 days after rash appears.	Hand washing after contact with secretions and vaccination Exclude exposed, unvaccinated children until local health depart. approves return.
<b>Pertussis</b>	Irritating cough can last 1-2 months-Often has a typical "whoop"	Direct contact with oral or nasal secretions	6-20 days	5 Full days after antibiotics	Hand washing after handling secretions. Covering mouth during coughing; then hand washing. Staff vaccination.
<b>Pinkeye (Conjunctivitis)</b> <i>Bacterial:</i> 24-72 hrs. <i>Viral:</i> Usually 12-72 hrs. (3 days) <i>Irritant:</i> immediate watering	Tearing, swollen eyelids, redness of eyes, purulent discharge from eyes.	Contact with discharges from eye, nose or mouth. Contaminated fingers and shared articles.	During active symptoms and while drainage persists. Dependent upon cause of the infection.	No need to exclude unless condition interferes with participation or care of others. Most cases viral, no medication.	Notify parents. Diligent handwashing by staff and children. Contact health consultant/health department if more than two cases at once. Children with prolonged symptoms should be evaluated by their medical provider.
<b>Rubella (3 day measles or German measles)</b>	Low grade fever, headache, mild redness of eyes, fine rash	Contact with nasal and throat secretions.	14-23 days	7 days from onset.	Vaccination and strict hand washing procedures. Exclude exposed, unvaccinated children until local health department approves return.
<b>Strep Throat/Scarlet Fever</b> 1-3 days (rarely longer)	Red, painful throat, fever. May develop rash (Scarlet Fever).	Sneezing & coughing on others, contact with mucus or saliva, contaminated articles.	2 days before symptoms until on antibiotic Rx for 24-48 hrs. Untreated cases 10-21 days.	Exclude until on antibiotic Rx for 24 hr. (Must be treated for 10 days).	Notify parents. Sanitize all articles use by child. Proper handwashing. Notify local health department when cluster of cases of the symptoms, sore throat and fever occur.
<b>Ringworm</b> (Varies by site) <b>Mainly: 4-10 days</b>	Red Scaling, itchy, circular lesions and broken hairs from skin/head	Direct contact with infected humans or animals, skin to skin contact or with contaminated articles	As long as lesions/infection is active. Some lesions may not be seen with the human eye.	If on Rx, may return; otherwise exclude unless lesions can be covered, clothing is acceptable.	Wash all items used by infected child, cover lesions, proper handwashing; notify parents

Communicable disease guideline chart for child care providers 2017

Disease & incubation	Signs/symptoms	How transmitted	When communicable	Restrictions	Control measures
<b>Hepatitis A</b> 15-50 days. Average 25-30 days	Upset stomach, tired, dark colored urine, light colored stool, yellowish skin & eyes, fever, jaundice (often jaundice not present in children under 5 years), abdominal pain and diarrhea.	Fecal-oral route, through contaminated articles, food/beverages & hands.	Two weeks prior to jaundice until 1 week after jaundice (yellow) appears. If no jaundice one week prior until 2 weeks after symptoms	Exclusion until 1 week after diagnosis as long as stool is contained in diaper, or child has no accidents or no more than 2 stools over normal, and all contacts have received vaccine or immune globulin	Proper handwashing; sanitize all contaminated articles & equipment. Notify parents and local health department. (Immune Globulin or vaccination for all contacts should be considered)
<b>Hand, Foot &amp; Mouth (Coxsackie Virus)</b> Up to 6 days, usually 3-6 days.	Small blisters with reddened base primarily on hands, feet, mouth, tongue, buttocks or throat	Direct contact with nose or oral secretions and with feces	During acute stage of illness (virus may stay in stools for several weeks)	Exclude if the child does not have control of oral secretions (saliva) or condition interferes with participation or care of others.	Proper handwashing, don't share cups, glasses, etc., sanitize all contaminated articles.
<b>Roseola</b> 9-10 days	Fever, runny nose, irritability, followed by rash on trunk. Child often feels fine once rash appears.	Via saliva from a healthy adult (children under 4 may be susceptible, usually only children under 2)	Uncertain	Exclude only if condition interferes with participation or care of others.	Notify parents, proper handwashing
<b>RSV (Respiratory Syncytial Virus)</b> 1-10 days	Fever, runny nose, cough, and sometimes wheezing. May exhibit rapid or labored breathing with cyanotic (blue) episodes.	Virus spread from resp. secretion (sneezing, coughing) through close contact with infected persons or contaminated surfaces or objects.	Just prior to symptoms and when febrile	Exclude only if condition interferes with participation (rapid or labored breathing, or cyanotic episodes) or care of others.	Frequent and proper handwashing, sanitize all contaminated articles. Do not share items such as cups, glasses and utensils. Proper disposal of tissue when used for nasal and respiratory secretions.
<b>Fifth Disease</b> 4-20 days <b>4-14 days; up to 21 days</b>	Mild or no fever, "slapped cheek" rash spreading throughout body, lacy rash on arms on legs; rash may recur with sunlight, warm bath or exercise.	Sneezing & coughing on others, contact with mucus or saliva, contaminated articles	Prior to onset of rash; Not communicable after onset of rash. During the week prior to the rash appearance	No need to exclude unless condition interferes with participation or care of others	Wash hands frequently; sanitize all articles used by children. Pregnant women should tell health care provider if they have been in contact with an infected person.
<b>Meningitis</b> Bacterial: 1-10 days (usually less then 4 days) <b>Viral: Varies</b>	Fever, headache, vomiting, chills, neck pain or stiffness, muscle spasm, irritability.	Sneezing & coughing on others, contact with mucus or saliva, contaminated articles, or fecal-oral route- depending upon organism involved	. Bacterial-Non-communicable 24 hrs. after starting antibiotic Rx.  Viral-Prolonged period	Exclude, return with Dr.'s permission and condition does not interfere with participation or care of others.	Notify parents and local health department. Clean and sanitize all articles; proper handwashing

See [www.cfoc.nrckids.org](http://www.cfoc.nrckids.org) section 3.6.1.1: Inclusion/Exclusion/Dismissal of Children for information on when to exclude children for illness and section 3.6.1.2: for Staff Exclusion for Illness.

See [www.cfoc.nrckids.org](http://www.cfoc.nrckids.org) section 7.6.3.1: Attendance of Children with HIV (same information applies to children with Hepatitis B or C).

**References:**

Red Book®, 2015 Report of the Committee on Infectious Diseases 30<sup>th</sup> ed. American Academy of Pediatrics, 141 Northwest Point Blvd., Elk Grove Village, IL 60007-1098

Caring for Our Children 3<sup>rd</sup> ed. [www.cfoc.nrckids.org](http://www.cfoc.nrckids.org)

Indiana State Department of Health [Communicable Disease Reference Guide for Schools](http://www.in.gov/isdh/files/Communicable_Disease_Reference_Guide_for_Schools)  
[http://www.in.gov/isdh/files/Communicable Disease Reference Guide for Schools 2015 Edition Final July28 2015docx--ppedits.pdf](http://www.in.gov/isdh/files/Communicable_Disease_Reference_Guide_for_Schools_2015_Edition_Final_July28_2015docx--ppedits.pdf)

### When Do Children Need Vaccinations?

Age	Hep A	Hep B	DTaP	Polio	MMR	Varicella	Hib	*Rota Virus	PCV	*Flu
Birth		X								
1 mo										
2 mo		X	X	X			X	X	X	
4 mo			X	X			X	X	X	
6 mo			X				X	X	X	X annual in fall
12-18 mo	X 2 doses 6 mo apart.	X	X (15- 18 mo)	X	X (12- 15 mo)	X	X (12- 15 mo)		X (12- 15 mo)	
2-3 yr										X
4-6 yr			X	X	X	X				X

*\* Not Required but Highly Recommended Especially for children in child care*

# The Learning Community Fee Schedule

---

## Weekly Fees (Effective July 1, 2019)

<b>Infants</b> <i>6 weeks- 11 months</i>	\$254/week \$85/day	<b>Toddler/Twos</b> <i>12 months- 36 months</i>	\$224/week \$61/day
<b>Preschool</b> <i>3-5 years</i>	\$185/week \$50/day	<b>School Age</b> <i>Before/After School:</i>	\$100/week
		<i>Summer/Breaks:</i>	\$174/week \$47/day
		-----	
		<i>2 Hour Delay:</i>	\$15/day
		<i>School Closing:</i>	\$25/day

## Purdue Fort Wayne Hourly Rates\*

<u>Rates</u>	<u>6 weeks-2 years</u>	<u>3-12 years</u>
Students	\$6.50/hr	\$6.00/hr
Faculty/Staff	\$7.50/hr	\$7.00/hr

- 1. Registration Fee:** A registration fee of \$50 per child and \$75 per sibling group must be received prior to care given. This is an annual fee which is due at enrollment anniversary.
- 2. Materials Fee:** An annual materials fee of \$120 will be assessed to your account. This is charged twice a year on January 1<sup>st</sup> (\$60) and July 1<sup>st</sup> (\$60). Materials Fee will be pro-rated for new enrollments.
- 4. Late Pick-Up Fee:** Children at the center past 6:30pm will have a fee of \$5 per minute PER CHILD assessed to their account.
- 5. Acceptable Payments:** We accept cash and check with no additional fees.
- 6. Returned Check Fee:** A \$35 fee will be assessed for all checks returned by the bank.
- 7. Credit/Debit Card Fee:** Any family choosing to pay with a credit/debit card will be assessed a 3% processing fee. Credit card payments over the phone will be assessed a 5% processing fee. We accept Visa, MasterCard and Discover.
- 8. Tuition Express:** Families may choose to have their weekly tuition payment automatically withdrawn from their checking or savings account. There is no fee for this. Tuition Express can also automatically run weekly tuition payments via credit card, with the additional 3% processing fee. Weekly tuition express payments are pulled from your bank account or credit card on Wednesdays of each week.

\*Purdue Fort Wayne Hourly Rates will not exceed the community daily/weekly rates.

## Resources and Referrals

**Brightpoint**  
(260) 423-3546  
227 E. Washington Blvd.  
Fort Wayne, IN 46802  
[www.mybrightpoint.org](http://www.mybrightpoint.org)

The child care assistance program helps families afford quality child care for children younger than 13. Parents must be working, going to school, or receiving job training to qualify.

CCDF Complaint Hotline: 1-800-299-1627

### First Steps

**North Central Indiana**  
7221 Engle Road, Ste. 100  
Fort Wayne, IN 46804  
Phone: 260-207-5799

Toll Free: 1-877-494-5115

Fax: 260-478-4850 or 1-877-494-5116

<http://www.in.gov/fssa/4655.htm>

The goal of First Steps is to help Hoosier families make sure their infants and toddlers receive services now to help them in the future. Services through First Steps include:

Assistive Technology (AT)

Audiological services

Developmental Therapy (DT)

Family education, training, counseling

Health services

Medical services

Nursing services

Nutrition services

Occupational Therapy (OT)

Physical therapy (PT)

Psychological services

Service coordination (SC)

Social work services

Special instruction [Developmental Therapy (DT)/Early Childhood Education]

Speech-Language Pathology (SLP)/Speech Therapy

Transportation

Vision

### Fort Wayne Community Schools

[www.fwcs.k12.in.us](http://www.fwcs.k12.in.us)

1200 South Clinton Street, Fort Wayne,  
IN 46802

Curriculum Services:

Phone: 260.467.2100 - Fax:  
260.467.1978

Pyramid for Success:

Phone: 260.467.2100 - Fax:  
260.467.1978

Academic Services supports FWCS' Goal I, which is the achievement and maintenance of academic excellence. It supports the schools by providing a rigorous and relevant educational program.

Information for parents including: enrollment forms, school locations, parent handbook, student support and other parent resources can be found on the website or the FWCS Administrative Building.

### Centers for Disease Control and Prevention

<http://www.cdc.gov/ncbddd/autism/index.html>

For Information on ADHD, Autism, communication and language services or any disease related information, resources can be found at the CDC website.

### Super Shots

424-SHOT (424-7468)

Super Shot provides walk in clinic, no appointment is necessary, children will be seen on first come first serve basis. Please plan to arrive early. We serve children from birth thru 18 years of age. Child must be accompanied by parent or legal guardian.

There is an \$8 fee per shot, Medicaid is accepted. No one will be turned away for failure to pay

### SCAN

(260) 421-5000

[www.scanfw.org](http://www.scanfw.org)

500 West Main Street

Fort Wayne, IN 46802

Scan offers free support services to help parents develop happy, healthy families by providing:

Voluntary in-home visiting to support you and your family

Screens to show your baby's development

Help with medical care, safety, nutrition, immunizations, child development, bonding and parenting skills as well as help find community resources.

### Three Wishes Early Childhood Therapeutic Program

(260) 481-2700 ext. 2137

This program serves children ages 2 to 6 with behavioral and psychiatric problems - problems that prevent them from attending a regular preschool or daycare center.

Three Wishes is a monitoring process to improve the child's emotional well-being through: basic skill-building, cognitive and developmental stimulation, and therapeutic treatment. The program's goal is to see the child enter a regular preschool or public school with the skills necessary to be successful from educational and social standpoints.

### Erin's House

260-423-2466 — Office

260-432-5089 — Fax

5670 YMCA Park Drive West

Fort Wayne, IN 46835

Erin's House provides support for children, teens and their families who have suffered the death of a loved one.

### Indiana Women, Infants & Children Program (WIC)

1-800-522-0874 — Office

Indiana State Department of Health

2 North Meridian Street, Section

Indianapolis, Indiana 46204

WIC is a nutrition program, nationally recognized as an effective means for improving access to nutritious foods, and promoting healthier eating and lifestyles

### Brighter Futures Indiana

[www.brighterfuturesindiana.org](http://www.brighterfuturesindiana.org)

Brighter Futures Indiana is a resource to support you in understanding and enhancing your child's learning at home and while in care.

## CHILD PASSENGER SAFETY

September 15-21 is National Child Passenger Safety Week. Since approximately 85% of child safety seats are being misused nationally, the Indiana State Police encourages parents to take a few extra minutes to ensure their children are restrained properly.

### **Indiana's Child Restraint Law:**

All children under the age of 8 must be properly restrained in a child safety seat or booster seat according to the child restraint system manufacturer's instructions. Many parents are confused about the law, so troopers want to help explain the proper and legal way to restrain their children.

- Children under the age of one-year and less than 20 lbs. MUST be restrained in a rear-facing child safety seat. Many newer seats will restrain a child rear-facing up to 30-35 lbs. Troopers encourage parents to keep their children rear-facing as long as possible.
- Children that are at least one-year old and 20 lbs. may be restrained in a forward-facing child safety seat with an internal harness system.
- Children at least 30 lbs. may use a booster seat, but troopers encourage parents to keep their children restrained in a forward-facing seat until at least 40 lbs.
- Indiana law requires all children under the age of eight to use a child restraint system in accordance with the child restraint system manufacturer's instruction, which are based upon the child's height and weight. The child restraint system normally used by children in this age group is the booster seat.
- All children under the age of 16 must be properly restrained either by using a seat belt or a child restraint system, to include a booster seat.

Indiana State Police would like to remind parents and others who transport children the following safety tips:

- Child safety seats must be properly secured to the vehicles seat belt or LATCH system and should not move side to side or forward more than one-inch.
- Children should stay rear-facing until one-year of age and 20 lbs.
- The retainer clip that connects the two shoulder harness straps must be kept at the child's armpit level.
- Harness straps must be kept snug.

## Full Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.