

Parent & Guardian Handbook

Your Handbook For Center Policies and Information



Country Child Care Preschool and Learning Development Center

**404 West Irma
Maize, Ks. 67101
Telephone (316) 722-4500
Fax (316) 722-9131**

**Hours of Operation: Monday-Friday
6 a.m. to 6:00 p.m.**

**Ms. Nedra (Owner and Director)
Ms. Jill (Director)**

Welcome to the Country Child Care Family!

First and foremost, we are very excited that you have chosen Country Child Care to be a vital role in your child's early years of exploration and development. We feel that because of our dedication and commitment that this would be the right setting for your child and your family. Every child that enters our doors automatically becomes a part of our center's family, and we feel privileged to call you one of our family.

We believe strongly in the importance of creating an atmosphere to aide in the cognitive, language, physical, and creative skills that young children are developing each day. Our commitment to you and your child is to provide a safe, loving, and nurturing environment that you feel comfortable leaving your child in. All children are unique and require individual emotional and physical needs that we promise to meet. Our desire is to not only be your child's "home away from home," but also to be a positive experience they will remember for a lifetime.

At our center we believe the first years of a child's life are meant to be gratifying and filled with feelings of accomplishment. The directors and staff thank you for allowing us to be a part of your family, and also welcome you into the family of our own. We look forward to many years of working together to foster the best environment for your child!

Sincerely,
Jill

This booklet you received at enrollment provides you with the essential information about our policies and day-to-day operations. If you have additional questions or concerns, please contact Ms. Nedra or Ms. Jill. We will do all that we can to answer your questions about your child's progress and provide you with additional information. We have highly educated staff members that are capable of assisting your child in all ways possible.



Your Child's First Day Check List!

You may be unsure what to bring on your child's first day so here a check list to help you out just in case you are unsure.

Comfort

- ☒ **A picture of someone meaningful to them**

(This is optional, but some children feel more secure if they have a picture in their cubby to look at and show their new friends. It also helps if they miss you throughout the day.)

Diapering/Potty Training

- ☒ **Diapers**
- ☒ **Wipes**
- ☒ **Diaper Cream** – If your child is prone to rashes.



Nap Time / Sleeping

- ☒ **Small blanket** -you will be asked to launder this once a week.
- ☒ **Small Pillow**
- ☒ **Small Stuffed Animal** -Optional-if they need one

Hygiene

- ☒ **Toothpaste (labeled)**

(for ages 1 year through 12 years)

Clothing

- ☒ **2-3 complete changes of clothes (labeled)**
(including underwear, shirts, pants, shoes, and socks)
- ☒ **Fall/Winter/Spring: Coat with hood if not then a hat (Labeled)**
(for ages 1 year through 12 years) These are very important to children's protection.
- ☒ **Fall/Winter/Spring: Mittens or Gloves (Labeled)**

(for ages 1 year through 12 years) These are very important to children's protection.
(supplying diaper ointment is optional but always helps as a preventative measure.)

Please label everything you bring.
The center is **not responsible** for any lost or broken articles.

Country Child Care

Pick up and Drop Off Policies and Procedures

Pick-Up and Drop-Off Procedures

- ♥ Parents must use the Time Clock daily for the clock-in and clock-out process.
- ♥ KDHE requires children's attendance to be logged while they are at any childcare center. Your family members will be given their own PIN number to use for the Time Clock. The Time Clock logs every child's clock in and clock out times. This is vital for documentation and to follow KDHE regulations.
 - Children's names and Parent/Guardian numbers will be listed by the Time Clock located in the main lobby. If you need help please ask! We would rather help you and your family than have to go back and manually enter in each time. Please inform authorized pick up persons that they need to clock your child in/out each time.
- ♥ Please escort your child to their classroom and inform the teacher that they are present.
 - This is vital to making sure your child has all their belongings, artwork, and reports. Our teachers want to be family! Please stop and talk to them at pick up or drop off.
- ♥ Never leave a child outside of the building to walk in or clock-in alone- regardless of age.
- ♥ QUICK PICK UP- If you are in a hurry at pick up, you are more than welcome to call the center and ask for your child to be waiting in the lobby for you. Please just give us at least five minutes before you arrive to prepare the child. However, please don't call when you are fifteen minutes away as this will decrease the wait time for your child.

Who is able to pick up my child? Adding someone on my pick up approved list.

To ensure the children's safety, the center keeps a file of names of those authorized to pick up each child. Children will be released only to the parent or authorized guardian. Any parent/guardian unable to pick up their child must inform us before the other party arrives that day to pick up the child. This person's ID will be checked before they are allowed to take the child from the center. If a pick up person becomes familiar to the office staff, and is still authorized to pick up, they will not be asked for identification each time.

Children will not be released without proper authorization and identification.

- ♥ In order to add a person on your authorized pick up list you will need to include their names, address, relation, and phone number on the "Please Sign and Return" packet.
- ♥ Temporary approval- You may write a letter that gives approval to pick-up with specified dates. This will expire at the specified time the letter states.
- ♥ **No one may approve an authorized pick up person over the phone, text, or email.** All additions to the list will need to be submitted in person to the office.
- ♥ **These authorized persons will be kept confidential.**
- ♥ In order to remove a person from your list, please submit a revised list that includes **all** authorized person.

Please Notice This



Late Pick Up: If child is still at the center past the closing time of 6:30 P.M. Normal Days: **\$5 per minute for every child at the center past 6:30 p.m.**
Holidays that we are open but close at early- \$5 per minute for every child at the center past the designated closing time.

Country Child Care

Billing Statements / Tuition Payments / Tax Statements

Billing Statements

We do not print out weekly billing statements.

- ♥ In the event that you want a billing statement you may...
 - Call the center and ask for one to be printed and placed on the board beside the time clock.
 - Email the center at cccofmaize@yahoo.com and request one.
- ♥ If you need a flex-spend statement, please mention so that we may include the tax ID number in the statement.

Tuition Payments

Payment Methods: Tuition for families must be made paid either by personal check, cash, or a money order. No debit cards will be accepted. The center does accept DCF payments.

- **Full-Time Tuition:** Weekly Tuition is to be paid weekly for each enrolled child.
 - Each week's tuition must be paid in full by Friday of each week.
 - If payment is not made by Friday a \$10 late fee may possibly be applied.
- **Tuition and Payment Policies**
- Tuition for families must be made paid either by personal check, cash, or a money order. No debit cards will be accepted. The amount of tuition is based on your child's predetermined schedule and has no bearing on your child's actual attendance, (i.e., sick days, vacation days, and holidays, etc.)
- **Extra Days Policy:** Families may request extra hours/days in addition to their scheduled hours/days. Please note, extra hours/days may not always be available due to enrollment, staffing, or program operations and the Center must ensure compliance with State regulation, as well as to ensure a best practice experience for all children.
- **Part-Time Tuition:** Tuition is paid weekly for each enrolled child.
 - Tuition must be paid in full by Friday of each week.
 - If payment is not made by Friday of that week a \$10 late fee may possibly applied.
- **Drop In:** Tuition is to be paid in full at the time of drop off.
- ♥ **Late Fee:** A late fee will be applied to your billing status if you are late on a payment. The late fee amount is \$10.00 for each week you are not paid in full. If your child's care is terminated due to inability to pay, the late fee will then be assigned monthly rather than weekly.
- ♥ **Enrollment Fee:** At the time of enrollment you will be asked to pay either an enrollment fee of \$50 or \$65 dollars depending on the number of children you enroll. You will be asked to pay this amount again each September 1st in the form of a re-registration fee. If you enrolled your child after February 1st you will not be asked to pay a re-registration fee until the next September 1st.

Country Child Care

Illness Policies

Country Child Care takes pride in the health of our center.

The staff of our center is highly trained for signs and symptoms of illness. All teachers are instructed to observe the children both developmentally and physically.

All of our staff receives:

- 2 hours of training in signs and symptoms of illness and abuse
- 6 hours of training in CPR/First Aid which is renewed every 2 years

Our center should not deny admission to or send home a child because of illness -unless one or more of the following conditions occur in a child. The parent, legal guardian, or other person authorized by the parent should be notified immediately when a child has a sign or symptom requiring exclusion from the facility, as described below:

- 1) The illness prevents the child from participating comfortably in facility activities;
- 2) The illness results in a greater care need than the child care staff can provide without compromising the health and safety of the other children; or
- 3) The child has any of the following conditions and poses a risk of spread of harmful diseases to others:
 - ♥ Fevers: 101 Degrees
 - ♥ An acute change in behavior including lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, uncontrolled coughing, noticeable (spreading) rash, or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility.
 - ♥ Uncontrolled diarrhea , that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper until diarrhea stops; blood or mucus in the stools not explained by dietary change, medication, or hard stools.
 - ♥ Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.
 - ♥ Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.
 - ♥ Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious.
 - ♥ Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
 - ♥ Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.
 - ♥ Untreated scabies, head lice, or other infestation.
 - ♥ Untreated Tuberculosis, until a health care provider or health official states that the child can attend child care.
 - ♥ Known contagious diseases while still in the communicable stage (chicken pox, streptococcal

Country Child Care

Exclusion Policies

♥ **Fever**

- **If a child has a fever above 101 at home, they will not be permitted to attend the center** until 24 hours have passed since the last fever episode. **This is for the health of the other children in our care.**
- **If a child has a fever at the center, they will sent home and will not be permitted to attend the center** until 24 hours have passed since the last fever episode. **This is for the health of the other children in our care.**

♥ **Wheezing**

- **If your child is wheezing, even after a breathing treatment your child will be sent home.**

♥ **Vomiting**

- **If a child vomits at home, they will not be permitted to attend the center** until 24 hours have passed since the last vomiting episode. **This is for the health of the other children in our care.**
- **If a child vomits at the center, they will sent home and will not be permitted to attend the center** until 24 hours have passed since the last vomiting episode. **This is for the health of the other children in our care.**

♥ **Diarrhea**

- **If a child has 3 diarrhea stools or diapers at the center, they will be sent home.** The child is welcome back the next day but we recommend that they be 24 hours diarrhea free before they return.

♥ **Pink Eye**

- **If your child has signs of pink eye, they will be sent home to go to the doctor.** The child may return once they have received their first antibiotic dose and it has been 24 hours afterwards.

♥ **Head Lice**

- **If your child is discovered to have head lice, they will be sent home and be unable to return until they are head lice insect and nit free.** If you have questions on what an egg looks like, Ms. Jill or Ms. Nedra are more than willing to help you identify so you may remove them at home.
- **We are NIT FREE center. Your child will need to be checked daily at the time of drop off until the director determines compliance. If your child is not in compliance with the NIT FREE rule the child will be sent home until ALL nits are gone.**
- **The director is not responsible for removing nits from your child or family members.**

♥ **Strep Throat**

- **Your child will need to be on antibiotics for 24 hours before they are able to return to the center.**

♥ **Uncontrolled Coughing**

- **Your child may be sent home if the child has an uncontrolled cough. A doctor's note may be required to return at the director's discretion.**

♥ **Ring Worm**

- **If your child has ring worm it will be covered up with a bandage and clothing. You are responsible for treating it at home. In the event that the ring worm site is unable to be covered, your child will need to remain at home.**

♥ **Bronchitis**

- **Your child will need to be on antibiotics for 24 hours before they are able to return to the center.**

Country Child Care
Nap Time and SIDS Prevention

♥ Resting

♥ Rest periods during the day are required for the children depending on their age. The center provides mats and the laundry service for the mat coverings.

♥ We request that you bring your child's pillow, blanket, and favorite stuffed cuddly toy if needed. We also request the pillow and blanket be taken home weekly to be washed due to bacteria control.

Infants (2 weeks – 1 year) Sleep Policy:

♥ All child care staff working in the infant room will receive training on the Safe Sleep Policy and SIDS risk reduction.

♥ NO BLANKETS WILL BE PLACED IN THE CRIBS. The infant will be placed with his/her feet touching the bottom of the crib. No blankets will be used in swings or bouncies. The children will not be swaddled.

♥ The infant's head shall remain uncovered during sleep.

♥ Room temperature will not exceed 75° F.

♥ Only one infant in a crib at a time.

♥ No smoking in the child care facility, or in vehicles when transporting infants.

♥ Employees must wash hands before returning to the infant room after smoking.

♥ Infants will be provided appropriate "tummy time" when awake.

♥ Caregivers will visually check on infants every 10 minutes while the infant is sleeping.

♥ No additional items; such as pillows, blankets or toys will be allowed in the infant's crib.

♥ When infants can easily turn over from the supine (back) to the prone (stomach) position, they will be placed to sleep on their back, but allowed to adopt whatever position they prefer for sleep

♥ If an infant falls asleep on a surface (floor, chair, bouncer, or swing) other than the crib/Pack N' Play, the infant will be moved to the crib/Pack N' Play.

Preschool Children (3 years – 5 years) Nap Policy:

♥ If you would not like your child to take a nap, they are still required to sit quietly on their nap mats per KDHE for 30 minutes. The teacher will provide them with quiet individual activities to keep their interest level.

♥ If you will schedule your pick-up time during nap time, please let the teachers in your child's room know that your pick-up time will be at nap time. If you would like your child to nap, please specify how long you would like them to nap for, if not, tell them not to nap. The teacher will provide them with quiet individual activities to keep their interest level while they await your pick-up.

♥ If you would like your child to take a nap, just not the full length of nap time, please let the teacher know how long you would like your child to nap for and they will wake your child at your specified time each day. When your child wakes up the teacher will provide them with quiet individual activities to keep their interest level.

School Age Children (6 years +)

♥ After School children will not take naps unless you specifically ask for them to do so during their day.

♥ They are required by KDHE to have a rest time where they are encouraged to have a restful period of the

Country Child Care

Disaster Plans

- ♥ **Tornado** Staff will get children into the hallway in the main building. The children will sit down, tuck their heads, and the staff will place sleeping mats over their heads.
- ♥ **Fire** At the sound of a fire alarm, the staff will evacuate the classes from the building. Floats and all other unassigned staff will assist rooms with walking the children and checking bathroom areas for children. The staff will follow the evacuation plan posted in their classrooms. Staff will take their roster with them and do roll call once outside in the designated area. The fire alarms are connected to the security system and the alarm will notify the fire department to come and address the situation. At no time will the staff investigate if it was a false alarm or if there was a real fire. Parents will be notified to pick up their children if there is a fire.
- ♥ **Floods** All staff and children will remain in the building unless ordered to evacuate by officials. All electrical items will be unplugged, and lights turned off. Children will be moved to sit on the tables, or the cubbies depending on how high the water rises. Teachers will make sure the children are calm. Parents will be notified to pick up their children.
- ♥ **Storms** In the event of a severe storm (extremely high winds or severe lightening), staff will move the children to the main building's hallway. The children will sit down, tuck their heads, and place sleeping mats over their heads until the storm clears.
- ♥ **Black Out** Staff will have the children remain calm and will reassure the children. Have all the children "Freeze" where they are until alternative lighting. Open all curtains to let natural light inside the building. The classroom can either go outside until the lights come back on (if weather permitting) or do an activity close to the room's windows. Children may use the restroom with the assistance of a staff member and a flash light.
- ♥ **Bomb Threat** If a telephone bomb threat is received; the staff will inform the director immediately. The director will call for an evacuation of the entire building. Floats and all other unassigned staff will assist rooms with walking the children and checking bathroom areas for children. All staff will take the children to the church parking lot. The staff will follow the evacuation plan posted in their classrooms. Staff will take their roster with them and do roll call once outside in the designated area. A director will call 911 and follow their instructions.
- ♥ Questions to ask the caller: When is the bomb going to explode? Where is it right now? What does it look like? What kind of bomb is it? What will cause it to explode? Did you place the bomb? Why? What is your name? Staff will write down exact wording of threat, sex of the caller, age, time, and date.
- ♥ **Violent Person** Staff will immediately call out to other teachers and make a call over the intercom system, #00 intercom system, "I need immediate assistance with a RED STAPLER in the (give room)." The director or other staff member needs to call 911 if situation requires for it. The code word to be used at the center that alerts all staff to the possibility of a violent person emergency is "Red Stapler." The staff will protect the children under their care at all times. If there is a need to remove the children from the building, use the same procedure as the emergency evacuation procedure.
- ♥ **Medical Emergency** Staff will immediately yell out for help; and tend to the child while those they called out for inform the director. Staff will have director call 911 and give the required information: name-location: Country Child Care, 404 West Irma, Maize Ks. 67101 (316) 722-4500- rooms name and which building (main building, portable) Staff will provide emergency care such as CPR and first aid. Once paramedics have arrived and the child has been treated by medical professionals staff will fill out a critical incident report and give to director. Staff will have the director call the child's parents and inform them of the incident and which medical facility they are being taken.
- ♥ **Evacuation Policy:** Evacuate children and adults to an area well away from the building and safe from automobiles of sightseers.
- ♥ **Center Responsibility:** The staff will assume all responsibility of children on premises until they are released to a parent/guardian or to an official evacuation center, in which case selected staff will remain with the children until all have been reunited with their families.
- ♥ **Employee Responsibility:** All employees will remain on the premises as service workers, as designated by law. Such employees will be subject to whatever tasks are assigned by the person or persons in charge, and may not leave the premises until the same person or persons give them official permission to do so

Country Child Care

Discipline Policy

Center's Discipline Policy

- ♥ Undesired behavior is easily avoided by having highly trained and observant staff, capable of redirecting the negative behavior, to positive behavior. Discipline is carried out on the belief that children are individuals with unique backgrounds and needs that require support, compassion, and firmness. Children have great days and they also have not-so-great days. Our staff is trained to detect whether or not the behavior problem results from being tired or bored or something more complex. The center cherishes every child, and understands that growing up can be difficult when you're small and the world is still new. Reinforcing positive behavior by complimenting or bringing attention to him/her encourages the child to continue with their good behavior.



Infant Discipline Policy

Country Child Care infants and toddlers are encouraged to talk out or express their feelings and ideas instead of solving problems with force. Our staff demonstrates ways to use words instead of force. Prosocial behaviors such as cooperating, helping, soft touches, helping, and taking turns are encouraged.

- ♥ Positive approaches are used in guiding children. This includes redirection and positive encouragement. Country Child Care staff uses consistent, clear rules, and removes children from an area of conflict but does not isolate the child or put them in time out. Instead, the teacher will talk about or model prosocial ways to respond to a conflict without force. No physical punishment or negative discipline methods that hurt, frighten, or humiliate children are used. Parents are consulted if a child's behavior is frequently inappropriate, disruptive, and /or not responding to parent and teachers approaches.
- ♥ Expectations of children's social behavior are appropriate for the developmental level of the children.

Prevention of Undesired Behavior

The center provides numerous ways of redirecting children displaying undesired or harmful behavior. The following are implemented to ensure stability:

- ♥ Duplicates of several toys placed in the room prevent s the children from fighting. This way each child will have the chance to play with their desired toy without conflict from another child. Children are encouraged to share or wait a turn for a toy.
- ♥ Recognizing positive behavior and praising children allows them to take pride in behaving well (as well as understanding what is appropriate and expected behavior)
- ♥ A toy rotation is implemented to keep the room interesting and new for children. With new toys to explore they will keep their focus on them rather than acting out in boredom.
- ♥ We provide rooms that provide suitable stimuli that are not overwhelming or confusing to the children.
- ♥ Redirection is also used when there is a conflict between children or in a child's behavior. Redirecting the child to another toy to explore or to help the teacher is one of the many useful and effective ways of focusing the attention of a child from unwanted behavior to positive behavior.
- ♥ Conflict resolution is when children should be taught to resolve conflicts, not redirected to another activity.
- ♥ Distraction –change the focus of the activity or behavior.
- ♥ Active listening to determine the underlying cause of the behavior.
- ♥ Holding and rocking a child will be done when needed.

- ♥ Reflection Time (separation from the group) is used when less intrusive methods has been tried and or behavior of the child is dangerous to himself and others. In the event a reflection time is used, a child will be separated from the group for a maximum of 1 minutes for the years of their age.
- ♥ We practice a predictable routine on a daily basis to ensure the mental and emotional stability of our children. (So children feel secure and know what to expect).

School Age Discipline Policy

It is the responsibility of adults to help children learn to get along with each other. We at Country Child Care developed our discipline policy based on health and safety requirements. Children need reassurance that people who love them will guide, protect, and set limits that will keep them safe. By helping children learn what appropriate behavior is, we hope to foster positive behavior patterns they can build on in later years.

Our play and entertainment areas are arranged for maximum safety and require some limitations. When disruptive behavior does occur, the school agers will follow the following rules:

- Respect others and their belongings
- Respect school/center property
- Do not take things that do not belong to you
- No hitting, spitting, biting, pinching, fighting, or pushing
- No throwing toys or objects at others
- No cursing or calling names
- No Bullying
- No Disrespect to or defiance of staff
- Stay with your teachers and/or group at all times
- If toys are brought from home and misplaced or broken the center is not responsible.

If a child is out of control and/or will not listen, then we have no choice but to call the parents and have them pick the child up. Please go over the rules with your children. In the event that a child's behavior is out of control, the other children will be removed from the classroom.

- **We are unable to carry your child to the office or your vehicle. We are also unable to lock children attempting to run away in a classroom. We will call 911, parents, and follow the child.**
- **If your child attempts to run away from the center, attack (hitting, spitting, biting, pinching, fighting, or pushing) or injure an employee, their care and services will be immediately terminated.**

Discipline Policy Infractions and Consequences

Minor Infractions (examples):

- Running in the building
- Misuse of the bathroom
- Not following classroom rules
- Misuse of playground equipment
- Rude behavior to others
- Unsafe behavior

Minor Infraction Consequences

The above infractions may be handled by the classroom/resource teacher following his or her grade level. Consequences may vary by grade level but should include a phone call to parents.

Major Infractions (examples):

- Fighting
- Bullying
- Not staying with the class and/or running out of the classroom
- Stealing or hiding objects that do not belong to you
- Cursing
- Life or physical harm threats or threatening behavior
- Throwing toys or objects at others
- Hitting, spitting, biting, pinching, fighting, or pushing
- Disrespect to or defiance of staff

(3 minor infractions=1 major infraction)

Major Infractions Possible Consequences:

- Visit to Director or Assistant Director
- Administration contacts parent at home
- Teacher/parent conference
- Termination of care and services
- Parent/Teacher/Principal conference

Continuation of Action For Children

- ♥ When a teacher must intervene, age appropriate and constructive methods of discipline are used, starting with a verbal intervention, redirecting and removing a child from the situation if necessary. Physical or emotional danger will be grounds for a teacher to intervene immediately.
- ♥ If a child exhibits undesired behavior their classroom teacher will give them a warning. The teacher has the authority to correct the behavior in a productive and positive manner.
 - If a child hurts another person, an accident report will be filled out and be distributed to the parents of all children involved.
- ♥ If a child's misbehavior is violent towards a teacher or another student or if the child is causing a disruption in the classroom, the teacher may call and request the child to have a change of environment and sit with the director in the lobby. During this time the child will be given an activity to encourage a "fresh start" to their day. The child will only remain in the lobby for this adjusting time, not for the duration of the day.
 - **If a child is unable to resume the day in a pro-social and positive way a parent or guardian will be called to pick up the child for the day. The child may not stay in the lobby the entire day.**

Children who endanger others

At Country Child Care one of our primary goals is to provide a safe, nurturing, and pleasant environment for all of the children we serve. We recognize that one of our jobs is to help children learn appropriate ways to handle conflicts. We work on this as conflicts arise, helping children find satisfactory solutions. We understand that many children may use misguided behavior because they have not yet learned what it is acceptable behavior. However, at times a child's

behavior may endanger others. We want to ensure parents that we will address such behavior immediately following these guidelines:

- A first incident will be reported to the parent.
- A second incident will result in a parent-teacher conference to discuss the behavior and establish a plan of action.
- A third incident will result in the parent being called, and another conference will be set up with the teacher(s) and the director to continue the discussion to understand what might be causing the problem. Referral for outside advice will be suggested. Country Child Care reserves the right to terminate any child's enrollment if **any** further incident occurs, or if we feel that any of following conditions exists:
 1. **The school cannot meet the child's needs.**
 2. **The parents are not able to work with the school to find an acceptable solution.**
 3. **The continuing behavior endangers the well being of other children, and/or the child engaging in the behavior.**

Termination of Services

Other reasons which may result in the termination of a specific care arrangement include:

- Lack of cooperation by the parents with the program's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences.
- Abusive behavior and/or verbal threats by parents toward program staff will not be tolerated. This will result in immediate termination.

Kansas Rules and Regulations for Discipline Techniques

K.A.R. 18-4-123: Rules that are required and practiced by the state of Kansas.

The following methods are against KDHE regulations and what the center believes thus they will not be tolerated in the center:

We must be aware of and comply with all federal and State, and local laws prohibiting corporal or abusive punishment in child care settings. Staff is expressly prohibited from using unproductive or shaming methods of punishment.

- ♥ Corporal punishment such as spanking with the hand or any implement, slapping, swatting, pulling hair, yanking the arm, or any similar activity.
- ♥ Verbal abuse, threats, or derogatory remarks about the child or the child's family.
- ♥ Binding or trying to restrict movements, or enclosing in a confined space such as a closet, locked room, box, or similar cubicle.
- ♥ Withholding or forcing foods, and
- ♥ Placing substances which sting or burn on the child's mouth or tongue or other parts of the body.

Biting Policy

- ♥ Children sometimes bite other children. Although not all toddlers bite, biting is considered a normal stage in a child's development. Children may bite for a variety of reasons, rarely with the intent to hurt another child.

Toddlers may bite for any of the following reasons:

- **Sensory Exploration:** Toddlers are very good at using all of their sense to learn about the world. The “oral mode,” is important style of learning for infants, and continues into toddlerhood. They bite everything, not just their playmates.
- **Cause and Effect:** Toddlers are eager explorers. They are constantly studying cause and effect. Biting produces a predictable response. Often, the response is dramatic: they see that there is a lot of noise and attention from adults when they bite.
- **Self-Assertion:** This is probably the most common reason toddlers bite. It is a way to express frustration when they do not yet have the language skills to do so.
- **Teething:** Toddlers are often cutting teeth and it hurts. Chewing on something relieves the itch and stops the pain momentarily.
- ♥ Country Child Care’s staff takes action to reduce the number of biting incidents, including providing access to teething toys, providing numerous sensory exploration activities, providing opportunity to explore cause and effect, and offering toddlers options and alternatives to reduce frustrations.
- ♥ When a child is bitten, that child is immediately comforted and the bite is washed with antibacterial soap and a Band-Aid is applied if skin is broken. The biter is told very firmly and in a loud voice that “It is not okay to bite. Biting hurts!” If possible the teacher will try to encourage the child who was bitten to express his/her feelings. “It hurts” or “Don’t bite me” are sentences teachers will model for the child to repeat. The biter is then redirected to another area of the classroom or separated from the other students.
- ♥ Consistent with Country Child Care’s policies, parents are not told the name of the child who bit their child. We recognize how upset parents may be when they learn their child has been bitten. Despite our many determined efforts to prevent biting incidents, they are bound to occur in infant and toddler settings. If a child bites more than 2 times in a week, please see the section **Children who endanger others.**

Birthday or Special Treats

♥ The center loves to celebrate birthdays and welcomes parents and relatives to participate in the celebration. Please make arrangements for the celebration by notifying your child’s teacher and the director. Birthday treats or party treats are more than welcome in our classrooms. Please notify the director or teacher **ahead of time** if you are planning on sending in a birthday or party treats. Treats are usually served at snack time. Due to food allergies, please do not send in anything with nuts or coconuts of any kind. In coordination with our focus on healthy nutrition, I encourage parents to send in **healthy** treats for our celebrations.

The following is a sample list of healthy treats that are acceptable in our classroom:

- ♥ Cut up fruit (orange slices, apple slices, melons, etc....)
- ♥ Individual applesauce containers (with spoons)
- ♥ Individual pudding cups (with spoons)
- ♥ Soft Pretzels
- ♥ Granola Bars
- ♥ Fruit Snacks
- ♥ Cheese and Crackers
- ♥ Carrot Sticks
- ♥ Popcorn

♥ Please try to avoid sending in donuts, cookies, cupcakes and brownies. I appreciate your cooperation in helping to ensure that we are teaching our children good nutrition! If you do send these avoided items, please make sure that the package of ingredients is sent WITH the food item.

Meal Allergies or Medical Needs

Due to Kansas medical laws, children are unable to have allergy or medical information posted open in the room (on the cubbies, or against the wall). In order to guarantee that the children's medical information is known with the staff we will put the child's medical information on the classroom roster for the teacher, place a covered file on the wall for staff use only, and routinely review at staff meetings.

- If your child has food allergies (example: pineapple, nuts, red food coloring) or other allergies (example: grass, pampers brand diapers, fabric softener), medicine or medical needs (example: asthma, seizures, etc.), and/or special notes that the center will share my child's information with the staff.

In order to modify your child's diet to meet their allergy or intolerance:

- ♥ A CACFP Meal Modification Form must be on file for all meal modifications including milk substitutions. The form must be completed and updated YEARLY.
- ♥ **IT IS THE PARENT'S RESPONSIBILITY TO OBTAIN THE RENEWAL FORM.**
- ♥ If a child develops an allergy or intolerance please notify the office as soon as possible. No substitutions will be made until the Meal Modification Form is filled out by a Doctor.
 - Milk substitutions for lactose-free milk or soy milk only require a parent/guardian signature.
 - Milk substitutions for rice or almond milk require a Doctor's signature.
 - Breast milk at any age does not require a meal modification form.

Breast Milk and Breast Feeding

Breastfeeding is the normal way to feed a baby, providing many health benefits to both infant and mother. Because breastfeeding employees need ongoing support from child care providers to provide their milk for their babies, Country Child Care subscribes to the following policy.

1. Breastfeeding mothers may breastfeed or express their milk in the infant classroom. Breastfeeding mothers, including employees, shall be provided a private and sanitary place other than a bathroom, to breastfeed their babies or express milk.
2. A refrigerator will be made available for storage of expressed breast milk. Breastfeeding mothers and employees may store their expressed breast milk in the child care's infant classroom refrigerator. Mothers should provide their own containers, clearly labeled with child's FULL name and date. The child care will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention in ensuring that breast milk is properly treated to avoid waste.

3. Sensitivity will be shown to breastfeeding mothers and their babies. The child care is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby at any time, and holding off giving a bottle, if possible, when mom is due to arrive. Artificial baby milks (formula) and solid foods will not be provided unless the mother has requested.
4. Staff shall be trained in handling human milk. All child care staff will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers.
5. Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression. These breaks must be done off the clock as they are not counted in the child to staff ratio. The time allowed would not exceed the normal time allowed for lunch and breaks. Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children.

Formula and Infant Food

Formula

- ♥ Formula will be provided by the center as long it is not prescription, meets the CACFP requirement list, and is not a greater expense than the average cost of formulas.
- ♥ Your child will not be limited on formula. Country Child Care will gladly feed any hungry baby.
- ♥ CACFP states we have to serve AT LEAST a minimum amount of formula oz. for each age of infant, if you specify less than this recommendation we will require a Doctor's note. This note must state why the child will need less formula than recommended by the USDA and for what purpose.
- ♥ The center does not send formula bottles home or refrigerate them for the following day if left unconsumed.

Pureed Foods

- ♥ Solid foods will not be introduced into an infant's diet at the center until the parent or guardian signs an approved form.
- ♥ The center prefers not to introduce new foods to an infant, as these should be introduced at home where a parent or guardian may observe for any allergic reactions.

C.A.C.F.P.



The center participates in the Child and Adult Care Food Program (CACFP), a Federal Program that provides healthy and enriching meals and snacks to children receiving care within a center.

Each day more than 1.6 million children participate in the CACFP at day care homes and centers across America. Providers are reimbursed for serving nutritious meals that meet USDA requirements.

The program plays a vital role in improving the quality of day care and making it more affordable for low-income families. CACFP homes and centers follow meal requirements established by the USDA. Copies of any restricted diet that is approved by the child's doctor must be on file in the office. Food allergies to religious preferences must give written notification to the center. Menus will be posted on the "Parent's Board" and in each classroom.

The center prefers that parents not send in other food unless required by a diet. The food program (CACFP) requires compliance with the state nutritional guidelines. We will make every attempt to make sure your child eats a healthy meal by offering alternative food. For infants and more information on toddler meals please note those individual handouts.

Breakfast:

Milk, Fruit or Vegetable,
Grains or Bread

Lunch/Dinner:

Milk, Meat or Meat Alternative, Grains or Bread, Two
servings of Fruits or Vegetables.

Snack (two of the four):

Meat or Meat Alternative, Grains or
Fruit or Vegetable.

Serving Times

Breakfast 7:00 am-9:30 am

Lunch 11:00 am-1:00 pm

Snack 1:30 pm-4:30 pm

The times are based upon ages of children and their needs.

What is the CACFP?

The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursement for healthful meals and snacks served to children and adults. Because CACFP participants' nutritional needs are supported on a daily basis, the program plays a vital role in improving the quality of day care and making it more affordable for families.

What kinds of meals are served?

CACFP facilities follow the meal patterns established by the U.S. Department of Agriculture (USDA).

- **Breakfast** requires a serving of milk, fruit or vegetable and bread or grain product.
- **Lunch** consist of milk, bread or grain product, meat or meat alternate, and two different servings of fruits and/or vegetables.
- **Snacks** include servings from two or the four components: milk, fruits or vegetables, bread or grain product, or meat or meat alternate.



Who is eligible for CACFP meals?

- ♥ Children age 12 and under
- ♥ Migrant children age 15 and younger
- ♥ Youths through age 18 in the Area Eligible Snack Program and in emergency shelters
- ♥ Functionally impaired children through age 18 in child care centers or day care homes.

What types of agencies are eligible to participate?

Many different agencies operate the CACFP, all sharing the common goal of providing nutritious meals and snacks to participants.

- Child care centers serving meals and snacks to children who are enrolled for care
- Head Start Programs serving meals and snacks to enrolled children
- After school care sites providing programming and snacks for low-income school age children and youth.
- Emergency shelters providing temporary residence and food service to children
- Adult day care centers providing structured, comprehensive services to nonresident adults who are functionally impaired and/or 60 years of age or older
- Licensed or registered family or group day care homes participating under a KSDE-approved sponsoring organization. The 25 sponsoring organizations in Kansas play a critical role in supporting home child care providers through training, technical assistance and monitoring.

What is required for to participate?

To be eligible to participate in the CACFP a center must:

- Be a public entity, **or**
- Have tax-exempt status under the Internal Revenue Code of 1986, **or**
- Meet the requirements for a for-profit center. For-profit child care centers are eligible if 25% or more of enrolled participants or 25% of the licensed capacity are receiving Department of Children and Families child care subsidies or are low-income children.
- In addition, a child care center must be licensed by the Kansas Department of Health and Environment (KDHE).

How does the CACFP work?

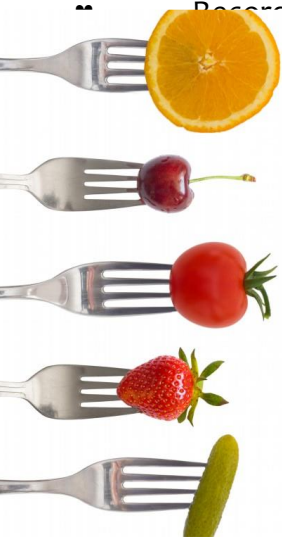
CACFP partially reimburses participating centers for serving nutritious meals. The program is administered at the federal level by the Food and Nutrition Service of the U.S. Department of Agriculture.

- ♥ Child Nutrition & Wellness at the Kansas State Department of Education (KSDE) administers the CACFP in Kansas. Child Nutrition & Wellness approves independent centers and sponsoring organizations to operate the program at the local level.
- ♥ KSDE also monitors the program and provides training and assistance to ensure successful participation in the CACFP. www.kn-eat.org

INCOME ELIGIBILITY FORM CONFIDENTIALITY POLICY

- ♥ At the time of enrollment and every July you will be given an Income Eligibility Form for the C.A.C.F.P. The parent or guardian of the children must fill out the forms as truthfully and accurately as possible. The forms contain personal information regarding income, child support, additional incomes, last four of the authorized person's social security number, and address.

- ♥ The center keeps these forms confidential to only be viewed by Country Child Care's C.A.C.F.P. administration and the C.A.C.F.P. auditor that determines the reimbursement to the center for each family. The Income Eligibility Forms are kept on site, within the office and are kept confidential at all times.
- ♥ Records will be kept five years and then destroyed.



Building for the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to participants receiving day care. Each day more than 2.6 million participants receive a CACFP meal at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals that meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals

CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (two of the four groups):
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or bread Two different servings of fruits or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

Participating Facilities

Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed private homes.
- **After School Care Programs:** Centers in low-income areas provide snacks to school aged children and youth.
- **Homeless Shelters:** Emergency shelters provide food services to homeless children.
- **Adult Day Care Centers:** Licensed public or private nonprofit adult day care centers and some for-profit centers.

Eligibility

State agencies reimburse facilities that offer non-residential day care to the following participants:

- children age 12 and under,
- migrant children age 15 and younger,
- youths through age 18 in after school care programs in needy areas,
- adults age 60 or older, and
- functionally impaired adults age 18 or older.

Contact Information

If you have questions about CACFP, please contact one of the following:

Sponsoring Organization/Center:

State Agency:

Child Nutrition & Wellness
Kansas State Department of Education
900 SW Jackson Street, Suite 251
Topeka, KS 66612
785-296-2276



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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, 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.

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Diapering / Potty Training

- ♥ A child that is not toilet trained is not any reason to turn a child away from care, regardless of age.
 - The center begins toilet training in the Lily Pad room, and continues on until the child is toilet trained.
- ♥ Urine or fecal matter soiled clothing will be immediately changed.
- ♥ You child will need adequate amounts of wipes and diapers/pull ups. It is your responsibility to bring these items and to check to see if these items are needing restocked.
 - We will not borrow from other children as this would be unfair.
 - If you fail to bring wipes or diapers, you will be asked to bring your child these items.
- ♥ The center requires pull ups that velcro on the sides.
 - It is a time saver for the teacher and your child. The faster a soiled diaper/pull-up is changed the sooner your child can be back to activities.
- ♥ If your child is not fully potty trained, you will need to provide diapers/pull-ups for the teacher to use at their discretion.
- It is important to not rush children who are not ready.
- ♥ If your child is combative or violent at a diaper change/pull-up change, please see **Children who endanger others.**
- ♥ Soiled underwear: **The “Poopy Underwear Policy”**
 - **KDHE Rules And Regulations Handbook, 28-4-132. Child Care Practices (c,7)** “Washable diapers or training pants shall not be rinsed out or dumped out. They shall be stored in a labeled covered container or plastic bag and returned home with the parents.”
 - This means that Kansas Department Of Health and Environmental services says that if your child excretes any waste into his or her underwear we are required to place it in a sealed bag and are not able to dump it out or wash it out.

Visiting Animals

- ♥ At times animals will visit the center, example dogs, cats, goats, etc. The center would never approve any animal that may be harmful to the children. All the animals will be immunized, healthy, and non-venomous

Immunizations

♥ Keeping The Center Updated:

- The parent or guardians are responsible for providing updated documentation for **each time** your child receives a vaccination.

♥ Immunization Schedules

- KDHE requires the immunization schedule below. If your Doctor decides to not follow the KDHE schedule (Which is not uncommon), we require a note stating what the immunization schedule will be. It is the parent or guardian's responsibility to provide this in a timely manner.

♥ 5 year or "Kindergarten" immunizations

KDHE requires these immunizations to be administered when the children turn five. If your Doctor wants you to wait until the school year begins, we require a Doctor's note. It is the parent or guardian's responsibility to provide this in a timely manner.

- If a note is not on file your child is considered a violation of KDHE regulations.

SECTION I.

Vaccine	Record the Month, Day and Year that each Dose of Vaccine was Received					
	1 st	2 nd	3 rd	4 th	5 th	6 th
DTaP/DT/Td/Tdap (Diphtheria, Tetanus, Pertussis)	2 months	4 months	6 months	1 year	5 years	
Polio	2 months	4 months	6 months	5 years		
MMR (Measles, Mumps, and Rubella combined)	1 year	5 years				
HBV (Hepatitis B Vaccine)	Birth	2 Months	4 months			
Varicella (Chicken Pox)	1 year	5 years	Hx of Disease: Physician Signature			
HIB (Hemophilus Influenzae Type B)	2 months	4 months	6 months	1 year		
PCV7 (Pneumococcal Conjugate)	2 months	4 months	6 months	1 year		
HEP A (Hepatitis A)	1 year	6 months later		Hep. A's first immunization should be given by 12 month's of age, then the second immunization given six months from the first immunization.		
Rotavirus **Recommended <8 mo of age; not required						
Influenza(Flu) ** Recommended annually >6 mo of age; not required						

Enrollment Agreements

The following content is what your enrollment agreement contracts you to while your child is enrolled. You will sign your enrollment agreement in the Please Sign and Return booklet.

- ♥ I am required to pay a registration fee, of \$50.00 for one child and \$65.00 for more than one child, at the time of enrollment and again each September 1st.
 - No registration fee is refundable.
 - If you wish to reserve your spot while taking a session off a \$50.00 holding fee for 1 child / \$65.00 holding fee for two or more children must be paid before the last day of attendance.
 - If you have previously paid an enrollment fee in the current year that the re-registration fee is due then you won't have to pay for it until the following September 1st of the next year.
- ♥ **There will be no deductions for absence or holidays.**
 - If tuition is not paid on time per agreement a fee of \$10 will be added to your bill weekly till you are completely current on your balance.
- ♥ I am required to pay a Late Pick Up Fee, if child is still at the center past the closing time of 6:00 P.M.
 - Normal Days: \$1 per minute for every child at the center past 6:00 p.m.
 - Holidays that we are open but close at 6:00 p.m. \$5 per minute for every child at the center past 6:30 p.m.
 - Holidays or days that we close early: \$5 per minute for every child at the center past the posted early closing time.
- ♥ I am required to pay a Return Check Fee, of \$60.00. If I have a returned check, Country Child Care, Inc. will then have the option to refuse any future check on my account.
 - On the second occurrence of a return check it will be \$100.00 fee.
 - On the third occurrence the fee will be \$200.00.
 - On the forth occurrence the fee will be \$300.00, and so on.

We hold the right to ask for cash payments if this becomes an issue.
- ♥ In case of withdrawal of my child from the center,
 - I agree to give two weeks written notice:
 - failure to do so will result in a \$200.00 consolation fee on top of the two weeks tuition.
 - All verbal notices will not be final until we receive a written withdrawal.
 - I understand that if I should fail to give notice, I am responsible for the two weeks tuition *whether or not* my child attends.
- ♥ I agree that should my account become delinquent I am responsible for keeping my account current, I will not be issued a notice in the mail if I fail to pay.
 - After two weeks, Country Child Care, Inc. has the right to terminate my child's position in the center.
 - We also hold the right to initiate a collection process for your account at Midwest Service Bureau, Inc.
 - I am responsible for keeping my account current; I understand that if I do not keep my account current I will be turned into a collection agency.
 - In addition to my bill, I accept all the charges needed for Midwest Service Bureau, Inc. to collect on my account.

- ♥ I understand that I am responsible for all paper work required by Country Child Care, Inc. and Kansas Department of Health.
 - I also understand that I will be asked to update my child's file on immunizations. I understand that I need to inform the directors of any change of address, phone numbers, or custody information.
- ♥ The center is open whenever possible, but should it be absolutely necessary to close because of severe weather conditions, the closing will be announced on the radio station KFDI and local news channels.
- ♥ **Country Child Care, Inc. is closed in observance:**
 - New Year's Day
 - New Year's Eve
 - Labor Day
 - July 4th
 - Memorial Day
 - Thanksgiving
 - Christmas Eve
 - Christmas.
 - If a holiday falls on a Saturday, we reserve the right to close the center the Friday before the holiday.
 - There is no tuition reduction for these days as they are counted as days of attendance.
- ♥ **I understand** that Country Child Care, Inc. is *not responsible* for lost or stolen items.
 - Any personal toys should *not* be brought to the center.
 - Any personal items or clothing apparel brought to the center are done so **at my own risk of damage or loss**. All personal items should be clearly marked with my child's full name.
 - **I understand** that my child is to have **two sets of clothes at the center at all times**.
- ♥ **I understand undesired behaviors of my children will be handled as such:**
 - If a child hurts another person an accident report will be filled out and be distributed to the parents of all children involved.
 - If undesired behavior is continued a conference will be called with the parents, director, and teacher to formulate a plan to help improve the child's behavior.
 - The center is willing to work with all children and their undesired behavior, however if they are found to be a continual disruption or danger in the classroom (regardless of the efforts put forth) the center will choose to cancel the enrollment of that child.
- ♥ After one year of enrollment full time, one week of vacation is awarded. Stipulations:
 - Your family must be enrolled full-time throughout the entire year, if your child leaves for the summer you are not eligible.
 - Your billing status must be current and you may not have an overdue balance of \$200.00 at any time during that year.
 - If your family has more than one child and enrolled the children at different dates: although one of your children may be eligible for the vacation week, the other child(ren) who enrolled at a later date will have to wait till the anniversary of their start date to receive a vacation week. Vacation week must be put in writing, the form is in the lobby.
 - IF YOU ARE NOT ENROLLED FULL TIME DURING THE SUMMER, YOU ARE NOT ABLE TO USE VACATION.
- ♥ Failure by provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract.

- ♥ The provider may terminate the contract without giving any notice if the parent/guardian does not make payments when due. The provider may amend the policies by posting or giving the parent(s) / guardian(s) a copy of the new changed policies at least two weeks before they go into effect.