



CEDAR VALLEY
CATHOLIC SCHOOLS

Providing Quality Child Care in the Cedar Valley

Parent/Guardian Handbook

2020-2021

Child Care Center

Blessed Sacrament Early Childhood Center

St Edward School Before & After School Program

Table of Contents
Parent/Guardian Handbook 2020-2021

I. IntroductionPage 1

II. ContactsPage 1

III. Hours/Days of OperationPage 1

IV. Program CurriculumPage 2

V. Enrollment in ProgramPage 2

- A. Billing Policy & Late Payments
- B. Rates
- C. Balance Paid in Full
- D. Late Pickup
- E. Holding Fee
- F. Flex Week/Days
- G. Lunch
- H. Waiting List
- I. Withdrawal

VI. Center Procedures for Drop-off, Pick-up, and PlacementPage 5

- A. St Edward Before and After School Care
- B. Blessed Sacrament Early Childhood Center
- C. Placement

VII. Center Policies & Procedures on HealthPage 6

- A. Absence/Illness
- B. Medical Emergency Procedures
- C. Dental Emergency Procedures
- D. Accident Reports
- E. Medication Policy
- F. Sunscreen Policy
- G. Handwashing

VIII. Child Care Center EmployeesPage 8

- A. Staff Description
- B. Mandatory Reporter
- C. Universal Precautions
- D. Child-Staff Ratio

IX.	Discipline Policy & Procedures	Page 9
	A. Discipline Policy for School Age Children	
	B. Discipline Policy for Preschoolers	
	C. Discharge Policy	
	D. Positive Guidance	
	E. Inappropriate Behavior	
X.	Food Policy & Procedures	Page 10
	A. Food from Home	
	B. Nutrition	
	C. Infant Needs & Feeding	
	D. Birthday Treats	
XI.	Field Trips	Page 11
XII.	Miscellaneous Information	Page 11
	A. Prayer	
	B. Rest/Quiet Time	
	C. Separation	
	D. Appropriate Dress	
	E. Potty Training	
	F. Toys	
	G. Dual Parenting	
XIII.	Items to Bring	Page 12
	A. Nursery	
	B. 18 Month - Preschool	
XIV	Biting Policy	Page 13
XV.	Rights & Responsibilities	Page 15
	A. Parental Rights	
	B. Parental Responsibilities	
	C. Child Rights	
	D. Child Responsibilities	
XVI.	CVCS Access Policy	Page 16

I. Introduction

Cedar Valley Catholic Schools (CVCS) and Blessed Sacrament Child Care Center would like to extend a warm welcome to you. We offer a variety of convenient child-care options for families. Our year-round child-care facilities are licensed by the Department of Human Services (DHS) and we maintain a QRS Rating of 4. This handbook is designed to help acquaint you with the Blessed Sacrament Early Childhood Center's objectives, policies and procedures.

Our purpose is to:

- Provide a safe, nurturing, and supportive environment for your child(ren).
- Promote your child's social, intellectual, emotional, spiritual and physical growth and development.
- Provide your child with an educational environment that is developmentally appropriate to their age and address their individual needs while allowing your child to develop at his/her own rate.
- Provide your child with positive experiences that acknowledge diversity in families.
- Provide parents with quality and affordable child care for their child.

II. Contacts

Aaron Becker	Director of Elementary Programs	abecker@cvcatholic.org
Carley Epling	Child Care Director	cepling@cvcatholic.org
Nancy Jennings	On-site Supervisor, Before & After School Care (St Edward Location)	319-236-6131
Cherith Oesterling	On-site Supervisor , (Blessed Sacrament Location)	coesterling@cvcatholic.org

III. Hours/Days of Operation

Blessed Sacrament Early Child Care Center is open Monday through Friday, between the hours of 6:30 a.m. to 5:30 p.m. The Child Care Center (the Center) is closed on certain days, which will be noted in advance and on certain holidays. These holidays are:

New Year's Day	Good Friday	Memorial Day
July 4th	Labor Day	Thanksgiving
Friday after Thanksgiving	Christmas Eve	Christmas Day

Children may not arrive before 6:30 a.m. and must be picked up prior to 5:30 p.m.

St Edward Before & After School Program is only open on days when school is in session. The hours are 6:30 a.m. to 8:15 a.m. and 4:00 p.m. to 5:30 p.m.

On days when school is closed due to weather, the child-care centers will be open, provided caregivers are available. Please watch KWWL for any cancellations or delays. Please remember that on all days when there is no school, there is NO HOT LUNCH. Make sure your child has a cold lunch on these days.

Parents are always welcome! Feel free to visit at any time.

**During a Pandemic, guidelines may change in regards to access to the Centers. Limited access due to social distance restrictions may be in place, which will limit parent/guardian access to the Centers.*

IV. Program Curriculum

The center's environment and activities have been designed to be developmentally appropriate to the ages of the children served. We believe children learn best by doing. Children will work and play at their own pace, in a non-competitive atmosphere. The programs offer opportunities for fun and learning while assisting children in building self-confidence, developing positive relationships, respecting others and accepting responsibilities. We also use Active Learners Curriculum from birth through 4 year olds. The daily routines are posted in each classroom along with lesson plans. During the summer months, our schedule will be slightly different as we will offer adventure weeks with various themes.

V. Enrollment in Program

To enroll your child in the child-care program, the following requirements must be met:

- **Blessed Sacrament Early Childhood Center** - your child must be at least 6 weeks old.
- **St. Edward Before & After School Program** - your child must be at least 3 years of age and potty trained.

Parent must submit the following:

- CVCS Child Care enrollment form
- Emergency Medical Consent/Liability Waiver Form
- Health Status Statement - completed by parent
- IDPH Immunization Certificate
- Children preschool age and under require an annual physical
- Kindergarten through 5th grade require a health statement annually, which is completed by parent
- Registration fee of \$25.00 must be paid. Summer registration is \$15.00. Registration fee(s) is non-refundable and is charged per family, not per child.

A. Billing Policies & Late Payments

Statements are issued weekly on Tuesdays. Payment is expected by Friday of the same week unless other arrangements have been made. It is the responsibility of the parent/guardian to communicate with the office if a payment will be late. We will enforce a late fee of \$10 per week for late payments.

Payments may be made by check, cash, online at myprocare.com, or at the card swipers located at the check-in computers.

B. Rates

Child-care for current child(ren) enrolled (as of January 2020)

(This does not change for the families who started on the flat rate.)

- **Nursery rates:**
 - 36+ hours \$ 5.00/hour
 - 24-35 hours \$ 5.50/hour
 - 23 or less hours \$ 9.00/hour

- **Each Child 18 months and above** \$ 4.00/hour
 Must turn in a schedule and are billed by the schedule sent in.

- **If schedule is turned in late** \$15.00 late fee
 Hours will be charged at \$9.00/hour until the schedule is turned in.

- **Child-care rates for new child(ren) attending and new families**

Nursery - 2 years of age	\$185/week
2 - 3 years of age	\$175/week
3 - 4 years of age - not attending preschool	\$165/week
4 -5 years of age - not attending preschool	\$150/week
3 year of age - attending preschool (includes no school days)	\$110/week
4 years of age - attending preschool (pre-schedule for no school days. There will be a \$35 charge if you schedule your child to come and do not show or call in.)	\$4.00/hour
School age (Grades K-5) (pre-schedule for no school days. There will be a \$35 charge if you schedule your child to come and do not show or call in.)	\$4.00/hour
Summer Camp (Grades K-5) (includes a Friday lunch)	\$130/week

C. Balance Paid in Full

For your child to be placed on the upcoming fall roster, beginning at the end of August, families must have a current zero balance or a payment schedule arranged with the office.

D. Late Pick-up

Parents/guardians will be charged a late fee of \$1.00 per minute for children who remain at the Center beyond the publicized closing time each day. This fee will be added to your next

billing statement. If this becomes an ongoing problem, a dismissal of the child(ren) from the program will be discussed.

E. Holding Fee

A holding fee is available in our Nursery to 2-year-olds at a rate of one-half price per week for up to eight weeks. After eight weeks, the holding fee will reset to the full weekly tuition rate. Paying the holding fee will provide a guaranteed spot in the classroom when your child returns. Remember to let the office know two weeks in advance before the absence will take place. The summer holding fee for 2 year olds and older is \$75.00. This fee will hold a spot for the fall for up to three months.

F. Flex Week/Days

Flat Rate

- Children attending during the school year and/or summer will receive one flex week during school year and one flex week during summer.
- The flex week must be used in a one week block and your child cannot attend the Center that week.
- Your balance must be paid in full to have the flex week granted.
- Your flex request form must be submitted two weeks prior to the week of use and be pre-approved by the office.
- New children to the Center must be in attendance at least 30 days before a flex week may be granted.

Non-Flat Rate

Children attending during the school year and summer will receive eight flex days that may be used anytime, August through the following July. These can be used for a call-in or a vacation. The following criteria must be met:

- Your balance must be paid in full to have the flex week granted.
- New children to our center must be in attendance at least 30 days before a flex day may be granted.

G. Breakfast & Lunch

Breakfast and lunch are available through the school nutrition program. Each family will have an account set up into which lunch/breakfast money will be deposited. Make checks payable to CVCS and write “Lunch” followed by the family or student name in the memo. Siblings will share this account. Payments can be mailed or sent with your child, to the office. Families should make sure there is always money available in their child(ren)’s lunch account.

Free and reduced lunches are available by application through the nutrition program. We encourage families to apply for these benefits in August or anytime during the school year.

Breakfast & Lunch Prices

Grades PreK-5th	\$2.30/\$3.00	
Reduced	\$0.40	Approved application on file
Adult/visitor	\$4.00	
Extra milk	\$0.60	

(Prices shown are for one student, adult or guest)

H. Waiting List

If a parent inquires about openings, and classes are filled to capacity, their child's name will be placed on a waiting list. As occurs throughout the year, vacancies will be filled from the waiting list or new registrations in accordance with the enrollment procedure. There is no fee to be placed on the waiting list.

I. Withdrawal from Program

A two-week written notice, with balance paid in full, is required for withdrawal from our centers. Forms are available in the office and are to be returned to the office. If a two-week notice is not given, a two-week child-care bill may be charged.

VI. Center Procedures for Drop-off, Pick-up, and Placement

A. Saint Edward Before & After School Care - Further information to come in Fall 2020.

B. Blessed Sacrament Early Childhood Center

Drop-off

- Cars should enter via the south Stephan Ave entrance.
- Cars should park in a parking spot outside of the school facility.
- Children need to be accompanied by an adult.
- Adults walk their child to the Center's entrance. If the doors are locked, please press the buzzer on the wall and a staff member will let you in.
- Check your child in and then walk your child to the classroom.
- Adults should exit the parking area via the north Stephan Ave exit.
- Please be aware of traffic as this is a multi-use parking area for the Child-Care Center and church traffic.

Pick-up

- Cars should enter via the south Stephan Ave entrance.
- Cars should park in a parking spot outside of the school facility.
- Children need to be picked up in their classroom, by an adult. Children will be allowed to leave only with person(s) designated in writing by the parent. Children will be released as parents have directed on the emergency portion of enrollment forms. All information is in Procare for staff to check. Before leaving with a child, all new people that staff are not familiar with will be asked to provide a picture ID. This ID will be used to confirm with the child's approved pick-up list. Any variation from the original release form must be made in advance, in writing, from the parent/guardian.
- Be sure to check your child out.
- Adults should exit the parking area via the north Stephan Ave exit.
- Please communicate all changes to dismissal plans with the office PRIOR to 3:00 p.m.

C. Placement

When considering moving a child up to the next age group, there must be an open spot in the class and the child must be deemed ready to move up. Each room has age guidelines that are followed.

VII. Center Policies and Procedures on Health

A. Absence/Illness

Parents are to notify the center if their child will not be in attendance due to illness. Conversely, parents will be notified to pick up their child if their child becomes ill while attending the center. The child will be brought to the office to await prompt pick-up. If your child is sent home sick, they may not return until they have a normal temperature for 24 hours without the use of medication and/or have not shown symptoms of illness, such as diarrhea or vomiting, for 24 hours.

If your child has been diagnosed as having a contagious disease, such as chicken pox, measles, strep, etc., you are to contact the center so we can notify other parents to watch for similar symptoms in their child. In cases where your child has been exposed to a contagious disease, medical notices will be posted at the center and alerts will be sent home describing the nature of exposure, symptoms to watch for, and action needed for treatment.

Symptoms requiring absences or removal of a child from the center setting include:

- **Diarrhea/Vomiting:** Children are not to return until free from diarrhea or vomiting for 24 hours.
- **Fever:** Children are not to return until temperature is below 100 degrees for 24 hours without medication.
- **Severe Cough:** Children with croup or whooping cough will be sent home.
- **Sore Throat:** Children with a sore throat may be restricted from the Center. A physician should see the child to rule out Strep.
- **Sore or discharging eyes or ears and/or continuous or profuse nasal discharge:** Children may return after 24 hours of antibiotic treatment.
- **Chicken Pox:** Children may not attend until the sores have stopped weeping and they are scabbed over.
- **Any unusual rash, skin eruptions, or contagious disease:** Children may not attend until released by a doctor. (i.e. ringworm, impetigo, etc.)
- **Scabies or Pediculosis:** When scabies or pediculosis is suspected in a child, the child will be restricted from the Center until after initial treatment with appropriate medication. It is recommended that family members also be treated.

Always keep staff informed of any changes to your child's health status and/or eating habits (i.e. a child who develops an allergy).

B. Medical Emergency Procedures

In case of an accident or medical emergency, parents will be contacted immediately utilizing the emergency release you signed for emergency medical treatment, if required. If injury does not need treatment by emergency personnel, staff will administer first aid, such as cleansing and bandaging. Accident reports will be filled out and signed by the teacher dealing with the child's accident/injury. After parents have read and signed the reports, the on-site supervisor will sign and put the report in the child's file. If a parent requests a copy, the on-site supervisor will provide a copy. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle. Parents will be notified immediately; if parents cannot be reached the individuals designated by the parents as emergency contacts will be notified. The on-site supervisor will go to the hospital with the child until parents or emergency contacts arrive. The on-site supervisor will take the child's file with her.

C. Dental Emergency Procedures

The following procedures will be used for dental emergencies:

Toothache: Clean area and rinse with warm salt water. If the face is swollen, apply a cold compress. A parent will be contacted.

Cut/Bitten Tongue, Lip, or Cheek: Apply ice to the bruised area. If bleeding, apply gentle pressure. If bleeding persists after 15 minutes, parents will be called.

Broken Tooth: Rinse dirt from injured areas with warm water. Place cold compress over face and area of injury. Locate and save any broken tooth fragments. A parent will be contacted.

Knocked out tooth: Locate the tooth. Handle the tooth at the top or crown. You may rinse the tooth, but DO NOT clean. Transport the tooth in a cup containing milk or water. Contact parent(s) immediately so their child will see a dentist immediately.

Possible Broken Jaw: Keep the jaws from moving by using a towel, tie or handkerchief. Contact parents immediately.

D. Accident Reports

With any young child, minor accidents, such as bumps, scrapes, and scratches, will occur. We will attempt to let a parent know the circumstances. An accident report will be written that day and given to the parent or person authorized to pick up the child to sign. A copy will go home if requested and will also be put in the child's file.

E. Medication Policy

The center must have written parental permission for prescribed medication that is to be given to your child. Prescription drugs must be sent in the original prescription container. No medication will be administered to a child by center staff unless a medical release form, available in office, is on file. The form must be signed and dated by the parent. No over-the-counter medications will be given without written parental permission. Parents must fill out a medication permission form for any diaper rash cream or other topical medication to be used on a child.

If your child is 2 years or younger, they must have a **doctor's prescription** for any over the counter medicine including: diaper rash cream, pain relief, etc.

F. Sunscreen Policy

During specific months, sunscreen will be applied to all children (6 months of age and older) enrolled in a center-based classroom 30 minutes prior to sun exposure. If a parent/guardian desires lip balm for their child, they should notify the classroom teacher. Sunscreen must be supplied by the parent/guardian and must be in the original container. This container will be marked with the child's name. Sunscreen will be applied during the months of April - October or as needed per weather conditions. Parents/guardians must sign a medication consent form for sunscreen or lip balm application prior to outside activities. Sunscreen will be applied in a thick layer evenly over all exposed skin areas, except eyelids, mouth, and palms of hands and fingers, 30 minutes prior to outside activities. Lip balm will be applied by staff or under supervision of staff as needed and each time a child goes outside.

G. Handwashing

Children will be expected to wash their hands at the following times:

1. Upon arrival
2. After using the restroom or being diapered
3. After coming in from playground or the gym
4. Any other time that the teachers see the need
5. Upon arrival
6. Immediately before and after eating

VIII. Child Care Center Employees

A. Staff Description

The staff at our Centers meet the state licensing guidelines of Iowa DHS, with whom we hold our license. All staff are under the direction of the Early Child Care Center Director, along with building administrators. All staff are CPR, First Aid and Bloodborne Pathogen certified as well as being Child Abuse Mandatory Reporters. All employees have completed the Archdiocese Safe Environment training along with the Essentials in Child Care pre-service training classes. Each employee also participates in six hours of additional training every year to stay up-to-date on child development.

B. Mandatory Reporting

As outlined in Iowa code, the Center staff are mandated by law to report any suspected cases of sexual abuse, physical abuse or neglect. All staff have been given directions on procedures to report such cases.

C. Universal Precautions

Staff will use universal precautions when handling blood and body fluids. All staff are trained annually in universal precautions including medical and dental emergency procedures.

D. Child-Staff Ratio

Age	Ratio
4 year olds	1 caregiver / 12 children
6 weeks - 15 months	1 caregiver / 4 children
15 months - 2 year	1 caregiver / 4 children
2 year olds	1 caregiver / 6 children
3 year olds	1 caregiver / 8 children
School age 5 & up	1 caregiver / 15 children

IX. Discipline Policy and Procedure

A. Discipline Policy for School Age Children

Occasionally we have children who display persistent unacceptable behavior. When this happens, we handle the behavior in the following way:

- **1st offense** - Child is given a verbal warning and a time out. The teacher will talk to the parent at pick-up or a note will go home with the child explaining the unacceptable behavior. We want to work with parents to correct behavior.
- **2nd offense** - Child is given a misbehavior slip to be signed by a parent explaining what happened. This is to be given to the on-site supervisor and will be kept in the child's file.
- **3rd offense** - Parents will be notified if disruptive behavior continues. We reserve the right to remove a chronically disruptive child from our program.

B. Discipline Policy for Preschoolers

- Children displaying inappropriate actions are redirected to an activity that is more appropriate and talked to by the teacher about good choices. They are encouraged at the new activity and continue to receive direction as needed.
- If a child continues to make bad choices, they are taken aside and talked to by their teacher. Teachers will use a stern but caring voice to convey what the child needs to change. A conversation with parents will follow.
- After all the above has been tried to no avail, the child will be brought to the on-site supervisor's office for a talk with them one on one. A discussion with parents for ideas and information gathering will occur.
- If the behavior continues, a discipline report will be filled out and signed by the teacher. Parents will sign the report and discuss a plan with the on-site supervisor to curb inappropriate behavior.
- **There will NEVER be yelling, shaming, physical punishment or denial of food or drink for any behavior issue. This is strictly prohibited.**

C. Discharge Policy

Blessed Sacrament Early Childhood Center and Cedar Valley Catholic Schools Before & After School Program have the right to terminate services at any time. Termination may occur for the following reasons, but are not limited to:

- Failure to comply with the fee agreement and/or payment arrangements
- Unresolved behavior conflict by a child
- Any type of hostile situation
- If the needs of the child cannot be met

All decisions to terminate services will be written and decided by the Director and/or Building Administrator, with input from all parties involved.

D. Positive Guidance

Activities within the program will be monitored and adjusted accordingly, in consultation with parents, staff, administrators and other involved professionals to promote ongoing development. Positive guidance techniques will be used to encourage appropriate behavior. They include:

- Establishing clear, consistent, and simple limits.

- Stating limits in a positive way.
- Focusing on the behavior rather than on the child.
- Stating what is expected rather than pose questions.
- Providing real choices.
- Allowing children time to respond to expectations.
- Reinforcing appropriate behavior with both words and gestures.
- Encouraging children to use the teachers as a resource when they cannot resolve issues on their own.

E. Inappropriate Behavior

Inevitably there will be occurrences of inappropriate behavior. It is at these times that there may need to be a need for intervention by the caregiver. The following intervention strategies, or combination of strategies, will be used to help ensure that guidance is supportive rather than punitive.

- Gain attention in a respectful way
- Remind children of more appropriate behavior
- Acknowledge feelings before setting limits
- Redirect or divert when appropriate
- Model problem solving skills
- Offer appropriate choices
- Use natural and logical consequences
- Provide opportunities for children to make amends rather than demand superficial apology, encourage genuine opportunities for children to restore relationships after an incident of hurt or harm

Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behavior.

X. Food Policy and Procedures

A. Food from Home

Children are not allowed to bring food items just for themselves, other than cold lunch or treats for a special day. Children with food allergies or on special diets may bring items for snack. All food allergies must be documented by a doctor, recorded in the office, and posted in each child's room.

B. Nutrition

During the school year your child may buy hot lunch from the school or may bring a cold lunch from home. Hot lunch is not provided by the Center. Please make sure the cold lunch you send with your child is nutritionally balanced. Staff will add food to compensate for the food groups not included in the provided lunch. The four food groups to cover are:

1. Fruit or Veggie
2. Whole Grain
3. Protein
4. Dairy

The Center provides a morning snack that is geared toward breakfast items and an afternoon snack. Morning snacks are served around 8:30 - 9:00 a.m. and afternoon snacks are served

around 2:30 - 3:00 p.m. Both snacks are served with milk, 100% juice, or water. There will be 2 of the 4 food groups covered in each snack.

Hot lunches are not served in the summer at the Center, with the exception of Fridays. We will have a sign up for a special lunch on Fridays, such as pizza, subs, etc.

C. Infant Needs and Feeding

Parents will be provided with a nursery needs list upon registration. Parents provide all formula, breast milk, and/or baby food for their child. Parents will also provide diapers for their child. Newer cloth diapers can be used, but all messy diapers will be sent home with parents each evening to clean. The center will provide wipes, but parents can bring their own if they wish. Please give caregivers a schedule for your child's bottles, meals, naps and any other needs.

D. Birthday Treats

Many children enjoy celebrating their birthday with friends. You may wish to provide a special, but healthy, snack for your child to share. Please check with your child's teacher concerning allergies, dislikes or favorites of the children in the classroom.

XI. Field Trips

Parents will need to sign a permission form at the beginning of our summer program every year, allowing their child to leave the center for field trips. Field trip information will be posted on the parent board/white board and in the monthly newsletter. Your child will not be allowed to participate if a signed permission form is not in our possession. Your child will stay at the Center with staff. To ensure the safety of the children, staff ratios will increase when children leave the Center for a field trip. Parent volunteers are always welcome to come along on field trips. Parents will not be counted in ratios and will not be in charge of any other children. Parents will only be able to transport their own child. Please notify the Center in advance if you would like to help.

Children 3 years of age and older can ride on the school bus. If children younger than 3 years of age participate in a field trip, they will be transported by staff in personal cars. Car seats will be used. All children must be signed up ahead of time and an insurance check is made on staff who are driving. Approval must be given by the child-care center office. Infants will not go on any field trips away from the Center. They may go on little trips in a stroller around campus, but will never go off campus.

XII. Miscellaneous Information

A. Daily & Weekly Prayer

The Blessed Sacrament Early Childhood Center offers a Christ-centered environment grounded in the core beliefs and values of our Catholic faith. Families of all faiths are welcome at all Cedar Valley Catholic Schools. Opportunities for prayer and faith sharing are offered to our students on a daily and weekly basis. We start each day with morning prayer and pray before all snacks and meals. We begin each week with Monday Morning Prayer where students learn a Bible story and songs.

B. Rest/Quiet Time

A quiet time will be provided for all children every afternoon. This is needed to rejuvenate and relax the children so they are ready for the rest of their day. Obviously, it will take different forms depending on the age of the child. **Please provide a cot sheet or fitted crib sheet, blanket, and small pillow, if wanted. To help with organization please bring rest time items in a pillowcase with the child's name on it.** These will be sent home on the child's last day for the week. Please wash and bring back on their first day the following week.

C. Separation

Separation from your child in the mornings is not always an easy thing to do for both you and your child. Some helpful hints to make your child's transition into the classroom easier for you and your child are:

- Having a consistent morning routine helps your child adjust sooner.
- Making your afternoon reunion special by greeting your child with a big hug and smile.
- Being enthused about their day.

D. Appropriate Dress for Child-Care

Children should wear play clothes. Clothes appropriate for the weather such as boots, jackets, hats, mittens are to be worn to Child-Care and marked with your child's name or initials. Children often experience accidents and spills during art, snack, lunch or outside play time, so the extra set of seasonal clothing is important.

E. Potty Training

Potty training will start only when parents are committed to working with children at home also. Some signs of readiness are:

- Dry diapers for long periods of time
- Child wanting to use the potty
- Child able to verbally communicate their needs

When you think your child is ready, have a discussion with your child's teacher. We will start working with you to help your child accomplish this important task. Supply plenty of underwear.

F. Toys

Per our policy, children in Child Care MAY NOT bring toys from home. This will eliminate misplaced, broken and lost toys, and jealous feelings for others. They tend to cause more problems and we do not want any child's favorite toys getting broken.

G. Dual Parenting

Please inform the Child Care Center Director, On-site Supervisor and staff of any situation of separation or divorce. We will provide all communications to both parents.

XIII. Items to Bring

A. Nursery:

Please bring the following items on your child's first day:

- Diapers

- At least two extra outfits
- Formula/Breast Milk (whole milk is provided)
- Bottles (you can choose to take back and forth or leave at center)
- Pacifier (if needed)
- Snacks and Lunch (can order school lunch or have our provided snack)
- Blanket for nap (12m or older)
- Sun hat/cover for summer (sunscreen cannot be applied to a child younger than 6 months)
- Diaper Cream (must have a doctor's note - can cover the entire year)
- Pain Reliever/OTC meds (must have prescription with amount to be given)
- Notes/Helpful info for the staff about your child, such as:
 - personality
 - how child likes to be held
 - likes/dislikes for food
 - teething

Items Provided by the Center for nursery:

- Wipes (Huggies Natural - you may also bring wipes from home if preferred)
- Sleep Sack
- Burp Cloths
- Bib for Eating
- Owllet
- Crib Sheets
- Whole Milk

B. 18 Month Olds - Preschool:

Please bring the following items on your child's first day:

- Fitted crib sheet or cot sheet
- A blanket and pillow (please bring bedding in a pillowcase labeled with the child's name)
- A sturdy backpack
- An extra set of weather-appropriate clothing and extra underwear
- If potty training, a few sets of bottoms and underwear.
- **Please label everything!** If your child comes home with a set of child-care clothing, please wash and return so the Center has spares for other children.
- Children in diapers need:
 - Supply of disposable diapers or pull ups
 - Extra set of clothing, weather-appropriate

XIV. Biting Policy

Even in the best child-care center, periodic outbreaks of biting occur among infants, toddlers, preschoolers, and occasionally older children. This is an unavoidable consequence of grouping young children together. When it happens, it can be scary and very frustrating for children, parents, and caregivers. Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration, and stress.

Group situations are difficult. Dealing with others constantly around, sharing attention and toys, and too much or too little stimulation are all very difficult for children. Biting is not something to blame on children, their parents, or their teachers. When biting happens, a high-quality child-care

program immediately takes action, not to blame the biter, but to change the environment and help change behavior.

It is important that the caregivers stay calm and in control of their emotions when biting occurs. Staff will not show anger or frustration towards the child. The caregiver will calmly respond to the child, letting the child know that biting is not okay. In addition, the following steps will be taken:

1. The caregiver will remove the biter from the situation and focus caring attention on the child who was bitten.
2. Encourage the biter to help take care of the child that was bitten, such as holding an ice pack or comforting the child.
3. The caregiver should talk to the biter, if able to communicate, and talk about different strategies that the child can use next time. Give appropriate words to use, if able, instead of biting. This should be done in a short simple way.

It is important to explore the reasons for biting when it occurs. Staff needs to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of some triggers would be: communication deficits, transitions, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are some examples of how the caregiver will begin this assessment.

1. The caregiver will examine the context in which the biting is occurring and look for patterns. The caregiver will use the center action plan for documentation and ask the following questions:
 - Was the space too crowded?
 - Were there too few toys?
 - Was there too little to do or too much waiting?
 - Was the child who bit getting the attention and care he/she deserved at other times, other than when he/she was biting?
2. The caregiver will change the environment, routines or activities if necessary.
3. The caregiver will work with the child who is biting to resolve conflicts and frustrations in more appropriate manners, including using words, if they are capable of them.
4. The caregiver will observe the child to get an idea of why and when they are likely to bite.
5. The caregiver will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The caregiver, parent, and administration will meet regularly to regulate an action plan and measure the outcome of these changes.
7. If biting continues, the caregiver will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child.

When children bite, their parents are informed personally and privately the same day. All information is confidential and names of children involved in the incident are not shared between parents. In addition, biting is always documented on our standard incident form which is completed and signed by the caregiver, parents and administration. One copy is given to the parent and one copy is kept in the child's file.

When biting occurs, parents can expect from us:

- The child's safety will be put first, first aid will be provided, as well as comfort, support and advice to any child who is bitten.

- We will provide appropriate programming for children to help prevent biting.
- We will make current information and resources on biting available to you.
- We will provide caregivers with adequate knowledge and training to deal properly and effectively with biting.
- We will take your concerns seriously and treat them with understanding and respect.
- We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.
- We will respond to your questions, concerns and suggestions.
- We will work to schedule conferences about biting with you, at a time you can attend.
- We will keep your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting so it will end as quickly as possible. We want the best for all children in our program. If you want more information on biting or have questions or concerns, please let us know. We are here to help you and your child on their journey to independence!

XV. Rights & Responsibilities

Constitutes an understanding that parents/guardians will abide by the policies listed below.

A. Parental Rights are:

- To know their children are in a safe and supportive environment.
- To share concerns with staff/On-Site Supervisor/ Blessed Sacrament Early Childhood Center Director.
- To be informed of their child's day.
- To be informed of their child's misbehavior and to spend time with staff/On-Site Supervisor concerning a solution.
- To be informed of any health issues that may affect their children.
- To be regularly informed by the staff and monthly newsletter about child-care dates and activities.

B. Parental Responsibilities are:

- To notify the Center if their child will be absent using the email contacts provided.
- To give staff your child's schedule for attending the Child Care Center weekly/bi-weekly/monthly.
- To accompany and sign their child in and take them to the classrooms when brought to the Child Care Center.
- To sign their child out when picking them up - Staff will sign children in and out of preschool/school.
- To notify the Child Care Center in writing when someone new will be picking up their child. We will request ID until we know them. **Centers can no longer accept phone calls for this per DHS.**
- To inform the On-site Supervisor or staff when their child has been exposed to a contagious disease.
- To keep your child at home or make other arrangements when they are ill.
- To follow the medication policy.
- To keep your child's records up to date with any changes such as phone numbers, address, doctor, immunizations, physicals, who can pick up.

- To notify the On-site Supervisor/staff of any special care or treatment such as allergies, including food allergies, that might affect the child.
- To pick-up your child on time.
- To call the Center if you know you will be late picking up your child - A \$1.00 per/minute late fee will still apply after 5:30 p.m.
- To take note of any communication from staff regarding your child's behavior and make an effort to bring about improvement in the situation.

C. Children's Rights are:

- To have a safe, supportive and consistent environment.
- To use all the program equipment, materials, and facilities on an equal basis.
- To have their feelings and ideas respected.
- To have discipline that is fair and respectful of them.
- To receive nurturing care from all staff members.

D. Children's Responsibilities are:

- To accept guidance in their development.
- To respect the rules and staff members that guide them.
- To care for themselves, others, and the environment respectfully.
- To accept the consequences of their own actions.
- To remain with the group and Center staff at all times.
- To return materials and equipment to the original place before going on to another activity.
- To report immediately to the Center right after school.

XVI. CVCS Access Policy

Our Child Care Centers are responsible for ensuring the safety of children at the Center and preventing harm by being proactive and diligent in supervising not only children, but other people present at the facility.

A sex offender who has been convicted of a sex offense against a minor, even if the sex offender is the parent, guardian, or custodian who is required to register with the Iowa Sex Offender registry (Iowa code 692A): Shall not be on the property of a child care center without the written permission of the Child Care Director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the Center.