



**Parent Handbook**

**2019-2020**

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**Hours of Operation:**

Learning Begins will be open 7 days a week: 5 am to 8 pm

**Our Mission:** To strengthen creative minds through exploring, learning, and growing...

**Our Philosophy:**

At Learning Begins we want to give each child a chance to learn and create to the best of their ability and at their own speed, while getting them “kindergarten ready’. We encourage respect and learning something new each day. We also encourage children to make mistakes, because in the process we learn what we should do the next time and helps children problem solves through their mistakes. We also strive to include parents in their child’s learning journey; this means open communication with parents at all times.

**Learning Begins Qualifications:**

Learning Begins knows that we need qualified staff that will provide love and high -quality childcare to each family involved. The curriculum will be developed by the director and Lead teachers in each room and will be implemented by each teacher in each room. Our staff will be required to have the Essentials training, CPR, First Aid, Universal Precautions and Mandatory Reporting. Each staff member is required to complete Professional Development courses each year, which the classes that the teachers take, parents will get information. We want to have the best work environment that is pleasing to the staff and rewarding as well.

**Guidelines for Enrollment:**

Prior to enrolling at Learning Begins, the following forms must be completed in accordance with Iowa State Law:

- Physical Examination form/Health Statement- updated annually
- Certificate of Immunizations- updated each time your child receives shots
- Emergency Medical Consent form- updated annually
- Transportation/Field Trip Authorization Form- updated annually
- Pick-Up Authorization Form- updated annually
- Financial Agreement- updated annually

- Handbook Form
- Sunscreen Form- updated annually

Once you have completed orientation (a schedule tour and review of policies/handbook), each family will be provided a handbook and copies of all required paperwork. We can take time to go over policies located in our handbook and answer questions families have.

\*\*Parents are responsible for keeping all information in their child’s file current and up to date. We will issue reminders; however, enrollment can be interrupted or terminated if information is not kept current.

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**Programs and Minimum Ratio Guidelines:**

Infant Room (32 children) (6 weeks -2 years of age)	5 rooms	Ratio 1:4
2 year old Room (24 children) ( 24-36 months)	2 rooms	Ratio 1:6
3-year-old room (32 children) (36-48 months)	2 rooms	Ratio1:8
4-year-old room (24 children)	1 room	Ratio 1:12
5-year-old room (24children)	1 room	Ratio 1:15
Before and After Program (60 Children)	1 room	Ratio 1:15

\*Licensed for

**Waiting List and Deposits:**

Families wishing to hold a spot on our waiting list must submit a Financial Agreement Form as well as a deposit of one week’s tuition based on the child’s age. However, one week tuition does not guarantee your spot. A refund will be given as soon as you wish to remove your child from our waiting list. Once your child is enrolled in our preschool the one week’s deposit will be applied towards your child’s last week enrolled. Families that are currently enrolled at Learning Begins will have priority when joining our waiting list. It is very important to let us know as soon as you have an addition to your family because we cannot guarantee your child a spot.

**Tuition Guidelines and Rates:**

Families must submit payment by automatic debit, check, cash or money order. Monthly payments are due no later than 6:00 pm on the 3<sup>rd</sup> of the month. Weekly payments are due by 6:00 pm, on Tuesday for the current week. A late payment fee of \$10.00 per day will be added to payments not received on the day they are due. NSF of \$35.00 plus late fees will be applied to any returned payment. Receipts will be provided when each payment is made. Yearly statements will be provided for tax purposes. Failure to pay after one week will result in your child(ren) being removed from the program.

**Learning Begins Rate Sheet**

	<b>30 + hours/week</b>	<b>30 hours or less/week</b>
<b>Under 2 years old</b>	<b>\$1040/month \$260/week</b>	<b>\$840/month \$210/week</b>
<b>2 years old</b>	<b>\$960/month \$240/week</b>	<b>\$840/month \$210/week</b>
<b>3-5 years old</b>	<b>\$920/month \$230/week</b>	<b>\$840/month \$210/week</b>

**School Age Information:**

- : \$25/ day for no school days, or \$140 week
- : Before School Care: \$55/week or \$220/month
- : Afterschool Care: \$55/week or \$220/month
- : Before and Afterschool Care: \$110/week or \$440/ month. NO DAILY RATES
- : Summer Program: \$140/week or \$560/ month
- : Rates will not be prorated for partial weeks of school

There will be no additional charge for early outs due to weather.

**Fees/Discounts:**

- : 5% multi-child discount applies to families with more than one child enrolled.
- Multi-child discount does not apply to before and after school children.
- : Payment is due in advance of care; a \$5/ calendar day late fee will be added to all Payments received late. Monthly payments are due no later than 6 pm on the 3<sup>rd</sup> of each month.
- : A \$30.00 fee will be assessed for any checks for NSF. Late fees will also apply.
- : A \$25.00/ week holding fee will be necessary to hold your child’s position if s/he will be absent for 4 weeks or longer. Full tuition is due for shorter absences.

### **Children with Special Needs:**

Learning Begins has always believed in providing childcare to everyone, including those children who may have special needs. We will work with the parents and other professionals to make the best need for your child. We have different rates for children that require services beyond our general services. We will make reasonable accommodations to incorporate these children into our program, it at all possible. All policies and procedures remain the same, including misconduct sanctions. If we believe we can meet the needs of the child, those children requiring care beyond our general services are able to attend our programs.

### **Holidays:**

Learning Begins will be closed the following holidays:

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

\*\*\*\* If we can get enough staff to work the Thanksgiving Weekend we will be open on Friday and the rest of the weekend. We will take sign-ups for that weekend with limited staff. If we do not have enough staff, we will be closed the Friday and Saturday and Sunday.

\*\*\*\*If Christmas falls on a Thursday, we will be closed on the following Friday, Saturday and Sunday. Friday, December 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup>.

\*\*\*\*If a holiday falls on a Saturday, we will be closed on the Friday before. IF a holiday falls on a Sunday we will be closed on the following Monday.

\*\*\*\* Full tuition is due regardless of holiday closings.

### **Non-Discrimination Policy:**

Children enrolled in Learning Begins shall have an equal opportunity for a quality education without the discrimination regardless of their race, color, gender, or ethnic origin.

The Education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, and respect and have appreciation for the historical contemporary and contributions to society of diverse cultural groups. It shall provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the director of Learning Begins Director.

### **Emergency Drills:**

To promote personal safety and to comply with state and city regulations, we have established safety rules and procedures. Both announced and unannounced fire and tornado drills will be conducted. In case of these emergencies, each family should have a personal plan arranged in advance in case of possible school closure emergency such as snow, fire, loss of heat/water, etcetera.

School cancellations or closings are possible due to inclement weather, fire, loss of heat/water, loss of power or any other emergency. At Learning Begins, we will do our best to continue normal operations. **No monetary refunds will be given due to emergency closings.**

### **Weather Related Closings:**

We will only close due to weather if it is severe and we have determined that the roads are unsafe for travel. An email notification will be sent out by 4:30 am, to inform families whether we have closed for the day. We will also post on KCRG and post any weather- related closings on our website found at:

[www.learningbeginsnl.com](http://www.learningbeginsnl.com)

## **Emergency Plan for Fire:**

- Fire escape routes are clearly marked and posted in each room of the center. Staff and children are trained through monthly drills to react quickly and efficiently to the building's fire alarm system. Drills are conducted once a month at different times of the day to ensure that all children and staff are familiar with all the exit points. The first person to the door will hold open as the children and remaining staff exit the building. On the street side of the building the children will exit to the sidewalk farther away from the building, the rooms on the playground side will exit to the farthest side in the playground away from the building. We will all meet at a designated place on each side of the building. Staff will ensure that all children are accounted for. The director or other designated staff will shut all doors, turn out the lights, check all bathrooms for children then proceed to the meeting place. No one will re-enter the building until the "ALL-CLEAR" signal has been given.
- In the event of a real fire, 911 will be called and the children and staff will exit the building as stated above with the addition that we will all take the kids to Tin Roost to get them out of the elements. Infant Staff will use evacuation cribs when transporting infants out of the building. Designated Staff will be responsible for taking the attendance books and emergency phone list for his or her class outside. The Director or other designated staff members will be responsible for the emergency bag containing a list of children and phone numbers; first aid kit, cell phone, and flashlights. The children and staff will remain in their designated area until emergency vehicles arrive. Parents will be notified, and children will remain on the premises at the designated area until parents arrive. If evacuation of the premises is necessary, the children and staff will walk to Tin Roost or Blue Bird Café. If have to evacuate the entire area the children will be loaded into the vans and staff cars to get away from the situation and the parents will be notified and made aware of the situation for the alternate pick up site. Children and staff will return to the daycare when fire officials have determined it is safe to do so.

## **Emergency Plan for Tornado:**

- Emergency Tornado routes are clearly marked in every room of the center. Tornado drills will be conducted once a month at different times of the day to ensure that all children and Staff are familiar with the emergency procedure. The signal for the tornado drill is a blown whistle. The whistle is only used for this purpose. Designated staff from each room will be responsible for taking the attendance books and emergency phone list with them. All rooms will go to the gym which is being used for a tornado shelter designation.
- In the event of a real tornado, the above procedures will be followed. In addition, the Director or Daycare Member will carry a battery-operated radio to listen to the latest news and weather alerts. The staff and children will remain in the gym until the “ALL-CLEAR” has been given. IF there is structural damage to the building, 911 will be called and determination will be made if it is safe to exit the building. If is necessary to leave Learning Begins, Staff will follow the evacuation guidelines as set out in the Emergency Plan for Fire.

### **Emergency Plan for Power Failure:**

- If there is a power failure in the entire center while the children are present, a supervisor will ensure staff are keeping the children calm, occupied, and secure before going to check the fuse box. If removing and replacing main fuse does not restore power, the supervisor shall proceed to call the electric company to report the outage.
- If the outage is in one room, the supervisor will change the fuse for that room to restore power. If the power is not restored the electric company will be called to inspect and repair the problem.
- If the supervisor determines it is safe for the children to remain at the center, then the center shall remain open. If is not safe the supervisor will follow procedures listed in the “Emergency Drills” for moving children to safety and notifying parents/guardians.

### **Emergency Plan for Structural Damage:**

- If structural damage occurs for any reason, Staff will direct inside children to take cover under tables and away from windows. For children outside the building, Staff will instruct the children to move away from the building and sit down together with

Staff. Director/Staff will call 911. Structural damage will be assessed by official personnel and the Director before children are allowed to remain in or re-entering the building. If it is necessary to evacuate the premises, the evacuation procedure as set out in the Emergency Plan for Fire will be followed.

### **Emergency Plan for Bomb Threat:**

- The “emergency drills’ will be followed. The Director or Assistant Director will call 911 and inform the emergency personnel that a bomb threat has been received. Any instructions given by the emergency personnel will be followed. Staff and children will return to the building once the search has stopped and the building has been declared safe.

### **Emergency Plan for Toxic or Hazardous Materials:**

- In the event of a toxic spill, the Administrative Staff will assess the situation to attempt a secure, no risk environment, which may mean closing doors or evacuating children and notifying parents/guardians as specified under “Emergency Drills”. If is a non-hazardous substance, then staff will block off the area and clean it up immediately.

### **Emergency Plan for Lock Down:**

- In case of a “Lock down” situation, the teachers will take all children to the gym where we will close the doors and wait until it is cleared to exit the gym. All doors will be locked and shades down with lights off.

### **Absences of Children/Vacation Allowance:**

If for any reason your child is unable to attend daycare for any particular day, you must notify us of their absence.

- If your child has a scheduled absence, please notify administrator in advance and/or as soon as possible.
- If a child is ill, the parent must notify the center that morning

- If your child has been diagnosed with a contagious illness, the center must be notified so we are able to post an Illness Notification Form and take necessary precautions.
- If your child will be absent for a long period of time (4 weeks or more) a \$25.00 per week holding fee will be due to guarantee your child's position in the center. Each family will earn one week of vacation per year per family. The child must be absent the entire week, and if ill, a doctor's note must be turned in. To earn the week vacation, the family must be enrolled in the center for one full year without any weeks that qualify for the holding fee. Every year that you meet the requirements, your vacation will be renewed, but not until a full year after the last week's vacation was used.
- **Weekly childcare fees are due in full regardless of child's absences or vacations. This is with the exception of one earned week unpaid per year.**

### **Security Procedures/Access:**

Parents and visitors-Upon arriving at Learning Begins please check in at the front desk. Visitors must enter through the main door and be let in by the Director or Assistant Director. If a visitor is picking up your child, the director must be notified prior to their arrival and must show a valid Drivers license. Learning Begins is a secured building. A password will be given to the parents to be let in the building.

Any persons who are listed on the sex offender registry shall only have access with written permission from the director relating to their own minor child coming to and leaving the child care center. They will only be allowed to enter the building by buzzing at the door. They must stop by the office to obtain assistance from the Director/Assistant Director to take their child to the classroom or locate their child and will remain at the center only for the time reasonably necessary to drop off and/or pick up their own minor child with supervision.

### **Access Policy:**

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

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care shall not have "Unrestricted access" to children for who that person is not the parent guardian, or custodian, nor be counted in the staff to child ratio.

**\*\*” Unrestricted access” means that a person has contact with a child alone or is Directly responsible for child care.**

- **It is imperative that venters not allow people who have not had a record check assume childcare responsibilities or be alone with children. This directly relates both to child safety and liability of the center.**

2. Persons who do not have unrestricted access will be under the direct “supervision” and “monitoring” of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.

**“Supervision” means to oversee an individual engaged with children in an activity or task and ensure that they perform it correctly.**

**“Monitoring” means to oversee ensuring proper conduct of others.**

3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason, they contact site management or another manager staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintained, repairs, etc., will be monitored by paid staff and will not be allowed to interact with the children on premise.
4. 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 Chapter 682A):
  - A. **Shall not operate, manage, be employed by, or act as a contractor or volunteer at the childcare center.**
  - B. **Shall not be on the property of the childcare center without the written permission of the center director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.**

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- i. the center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
- ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
  1. The precise location in the center where the sex offender may be present.
  2. The reason for the sex offender’s presence at the facility.
  3. The duration of the sex offender’ presence.
  4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.

5. The Written permission shall be signed and dated by the director and sex offender and kept on file for review by the center-licensing consultant

### **Drop Off and Pick Up:**

.Hours of operation are from 5 am to 8 pm, children will not be allowed to be dropped off before 5:00 am, and they must be picked up by 8:00 pm. A fee of \$3.00 per minute late/per child will be charged to you and applied to your tuition payment. This policy will take into consideration of traffic delays and weather delays. Please call the center if you are running late. For children that have not been picked up within 10 minutes after closing time, a staff member will notify all contact phone numbers for both parent{s}/guardian{s}. If we are unable to reach either parent{s}/guardian{s}, the emergency contacts will be reached. The emergency contacts will then be expected to pick up the child. Children in our care for { 1 } hour after closing will be turned into the Department of Human Services or local authorities.

Please speak with your child's teacher about scheduled nap times so that the other students are not disturbed if picking up your child/ren up during this nap time.

Children will only be released to parent(s)/guardian(s) as listed on the Emergency Contact Form. With the parent(s)/guardian(s) written approval, they can also be released to the emergency contact people listed on the consent form. If the parent/guardian wishes for someone on their emergency contact form to pick up their child, they must notify the center in advance. The authorized person picking up must present a photo ID when they arrive. If a parent or guardian has been restricted from picking up a child, a copy of the court order is required. By Learning Begins Rules, if a person is not on the emergency contact form, a written permission from parent(s)/guardian(s) must be obtained, for them to pick up child. An ID must be shown as well. If not, a valid ID is shown the child cannot leave with that person.

If parents are divorced, or unmarried:

- Learning Begins will need a copy of any and all custody paperwork. If these papers are not provided, we will only be able to release the child to the parent/guardian who enrolled the child and/or the people authorized to pick up the child(ren) on the Emergency Contact Form.
- If there are any restrictions of parental contact, the parent or agency that has custody of the child must provide court order that allows this restriction, because only a court order is on file, we cannot prevent parent/guardian access to their child(ren), but we

can inform the person who enrolled the child that a parent/guardian is at Learning Begins.

- If a parent or couple is going through a split, Learning Begins ask not to be put in the middle of the split. We only want information pertaining to the child(ren) only, to help the staff work with the child(ren).

### **Parent Involvement and Visitors:**

Learning Begins have an open- door policy that allows parents to have an active role in their child's day. It is important to us that a strong family atmosphere exists at Learning Begins, and that everyone is very involved and informed. Parent(s)/Guardian(s) are encouraged to come and observe, participate in parties, events, and or to attend field trips with their child. All other visitors must check in with a member of the Administration Team prior to participating in any of the classrooms. However, if another child is brought in from outside or our program, they will not be able to participate in the day's events for liability reasons.

### **Dangerous Adults:**

In the event of the presence of an adult who is deemed by the Director and/or Administrative Staff to present a danger to the children, or a specific child, 911 will be called immediately. Other staff will take the children to our safe room, which will be the gym, safe away from the situation at hand. The Director and/or Administrative Staff will calmly request that the person leave the premises and advise them that officials are on their way. In the event that the person leaves the center before the officials arrive, staff will write down the license plate of their vehicle and a full description of the individual. Staff will not place themselves or the children in danger by attempting to detain the individual.

A Dangerous Adult would include any adult exhibiting inappropriate behavior, bearing arms, and or showing signs of intoxication by either drugs or alcohol. This also includes any person who is prohibited by court order or parental request to see or transport the child.

### **Emergency Plan for Lost of Abducted Child:**

No children shall be outside or inside without the prescribed ratio of staff supervision. In the event the program is unable to locate a child, all children will be brought into the gym. NonRatio Staff will immediately and completely search the grounds and building while the other children

are being supervised. IF the child is not found within 5 minutes, parents will be called and 911 will be notified. A detailed description of the child, including what they are wearing and places they might have gone will be given to the emergency officials. If the child is observed being abducted, 911 will be called immediately and a complete description of the child and abductor will be given, if possible. If advanced warning is received that someone is coming to take a child, the child will be taken to the office where a staff member will stay with the child and the door locked. When the person arrives to attempt to take the child, they will be encouraged to leave the premises. If the person refuses, 911 will be called. No staff or children will leave the daycare until authorities have arrived.

### **Parental Code of Conduct:**

- All parent(s)/guardian(s) or designated pick-up persons are expected to be respectful to our staff and children at all times.
- Any matters that are not resolved by the child's teacher must be addressed to the Director.
- Shouting and profanity are not allowed.

**Persons using shouting, profanity, or engaging in disruptive behavior will**

**Be asked to leave and may result in child's dismissal from our center.**

- Music from radio and personal audio may be inappropriate for young children; therefore, no car audio should be heard outside the vehicle while in our parking lot.
- Appropriate dress attire is required to pick-up and drop-off your child(ren).
- Appropriate attire is as follows
- **-Shirts are required (no profanity or obscene items on shirt)**
- **-Shoes are required**
- **-Pants are required**

### **Daily Written Reports:**

Parent(s)/Guardian(s) of infants/toddlers will receive daily written reports that will provide information about the day's activities and the child's behavior. Learning Begins encourages

parents to speak with their child's teachers directly if they have any questions or want to know how any additional information on how their child is doing. We encourage parents to talk with their child's teachers at the beginning and end of each day.

### **Incident Reporting:**

Incidents involving minor injuries, minor changes in health status will be reported to the parent the day of the incident.

The staff member who observed the incident will prepare a written incident report. A copy of the report will be provided to the parent or authorized person to pick up child at the end of the day. The parent or authorized person will be asked to sign the report. A copy of the report should be made and given to parent or authorized person and original should be placed in child's file.

### **Toilet Training Policy:**

- All children need to come in clothes that can be pulled down and up easily. Bibs, belts, and onesies are not considered practical for toilet training.
- We believe that cooperation and communication are keys to success. If you are training your child differently at home than we are here at school, it will confuse your child.
- We will make every effort to ask your child every half hour if they need to use the restroom, if they respond by saying yes, we will take them to the bathroom. Unless they indicate before, we will take them to the bathroom every two hours.
- For children in toilet training, the parents need to supply the center with 5 complete outfits, {5 pairs of socks, 5 pants, 5 underwear and 1 extra pair of shoes}. Your child's name should be on each article of clothing.
- Diapers and wipes will still need to be provided. WE will put a diaper on your child for nap time, for a week. Your child's teacher will inform you when a diaper is no longer necessary.
- Rubber pants are not allowed to be used in school. Pull ups are ok, but we don't recommend them. Pull ups are a crutch for both the staff and child. We would rather just go to plain underwear when the parents have gone no diapers over the weekend for 2 weekends in a row.
- We do not discipline for accidents, because they are common during the learning period.
- Due to licensing requirements, Learning Begins staff is unable to rinse soiled clothing. Training pants will be emptied into the toilet, but all other clothing must be handled as little as possible by our staff.

### **Policy for Admission and Exclusion from child care due to illness:**

A diagnosis of disease can only be made by the child's health care provider. The parent, legal guardian, or other person the parent authorizes shall be notified immediately when a child has any sign or symptom that requires exclusion from the early childhood education or care program. The program shall ask the parents to consult with the child's health care provider. The early childhood education or care provider shall ask the parents to keep the provider informed of the advice received from the health care provider. The early childhood education or care provider reserves the right to admit or exclude a child regardless of the health care provider's recommendations.

The child's health care provider shall determine if antibiotics or other medication are required for treatment of an illness. The use of antibiotics for illness is not required or encouraged as a condition for attendance at the early childhood education or care program unless noted below.

### **Part 1: Admission and Permitted Attendance**

- Children with the following conditions **may be permitted** to attend early childhood education and care programs if they can:
  - 1. Participate in the usual daily activities with other children and the early childhood education;**
  - 2. Or the care provider is not leaving the other children unattended to care or the ill child.**
- Children with the following conditions may be permitted to attend:
  - 1. Infants and young children may have as many as six respiratory illnesses each year. These diseases include-the common cold, croup, bronchitis, pneumonia, respiratory syncytial virus (RSV) and otitis media (ear infection). Exclusion of children with these illness from early childhood education and care has not helped in preventing these infections.**
  - 2. Children who are carriers of an infectious disease in their stool or urine that can cause illness, but who have no symptoms. Exception include E. Coli 0157:H7, Shigella or Salmonella typhi;**
  - 3. Children with conjunctivitis (pink eye) who have a clear, watery eye discharge and do not have any fever, eye pain, or eyelid redness;**
  - 4. Children with a rash, but no fever or change in behavior.**
  - 5. Children with cytomegalovirus (CMV) infection, parvovirus B19, HIV or carriers of Hepatitis B;**
  - 6. Shingles (herpes zoster), children shall keep sores covered by clothing or a dressing until sores have crusted;**
  - 7. Pediculosis (head lice), there is no need for the child to be sent home before the end of the day and can return after first treatment. Parents should be notified.**

- 8. Children with influenza may return to early childhood education and care when the child feels well enough;**
- 9. Children with Methicillin-resistant Staphylococcus aureus (MRSA) do not need to stay home if the wound is covered, and drainage is contained;**
- 10. Children with norovirus infection who have no diarrhea and are not otherwise ill, may remain in the program if special attention is paid to handwashing, proper diaper disposal, and maintaining a clean environment. See part 11 for child who have diarrhea and/or vomiting;**
- 11. Children who have ringworm. Children with ringworm should not go to the gym, swimming pools or play contact sports. Treatment may take at least four weeks;**
- 12. Children with viral meningitis may return when the child feels well enough.**

## **Part II: Exclude Children with the Following Conditions**

- TO ensure the overall health and safety of all the children, we ask that you not bring your child, to child care, if one or more of the following exist:
  1. The illness prevents the child from participation comfortably in child care center activities including outdoor play.
  2. The illness results in a greater need for care than caregivers can provide without risking the health, safety, and supervision of the other children in care;
  3. The child has one of the following, unless medical evaluation by a health care professional indicates you can include the child in the child care center's activities:
    - a. Fever, accompanied by behavior changes or other signs or symptoms of illness until medical professional evaluation
    - b. Symptoms and signs of possible severe illness like:
      - i. Lethargy that is more than expected tiredness,
      - ii. Uncontrollable coughing
      - iii. Unexplained irritability, fussiness, or persistent crying,
      - iv. Difficult breathing
      - v. Wheezing
      - vi. Other unusual signs for the child.
  4. Blood in stools not explainable by dietary change, hard stools, or medication that may cause gastrointestinal damage such as ibuprofen, naproxen, or aspirin;
  5. Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines that the cause of vomiting is not contagious, and the child is not in danger of dehydration;
  6. Persistent abdominal pain (continues more than two hours) or intermittent pain associated with fever or other signs or symptoms;

7. Mouth sores with drooling, unless a health care provider determines that the child is noninfectious;
8. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;
9. Diarrhea, defined as loose watery, and frequent stools. Children with diarrheal illness of infectious origin generally may be allowed to return to childcare once the diarrhea resolves, except for children with diarrhea caused by Norovirus, Salmonella typhi, Shigella, or E. Coli 0157:H7. For Salmonella typhi, three negative stool cultures are required. For Shigella or E. Coli 0157:H7, two negative stool cultures are required taken at least 24 hours apart. If treated with antibiotics, samples should not be taken less than 48 hours after therapy is done;
10. Norovirus, children not in diapers and child care center staff with diarrhea and/or vomiting cease, and until stools are formed. Children in diapers should remain at home for three days following cessation of diarrhea and/or vomiting and until stools are formed;
11. Erythmia infectiosum (5<sup>th</sup> disease), keep child at home if fever is present;
12. Pink Eye (conjunctivitis) with purulent discharge (defined as pink or red conjunctiva with white or yellow eye discharge), child may go back to child care when all symptoms are gone;
13. Scabies, until after the first treatment;
14. Tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend care;
15. Impetigo, until 24 hours after the child started medicine from the health care provider;
16. Strep throat or other streptococcal infection, until 24 hours after antibiotics are started;
17. Varicella-Zoster (chickenpox), until all sores have dried and crusted;
18. Pertussis, until five days of appropriate antibiotic treatment have been completed or 21 days of cough if no antibiotic are given;
19. Mumps, child can go back to daycare five days after start of symptoms or until symptoms are gone, whichever is longer;
20. Hepatitis A virus, until one week after start of symptoms;
21. Measles, until four days after onset of rash;
22. Rubella, until six days after onset of rash;
23. Herpes simplex, children with herpetic gingivostomatitis, an infection of the mouth caused by the herpes simplex virus, who do not have control of oral

- secretions, shall be excluded from childcare. Children with mild cases who do have control of their mouth secretions may not have to be excluded; or
24. Meningitis (bacterial), child may return to childcare 24 hours after starting antibiotics.

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### **Part III: Illness while in Childcare:**

- If a child becomes ill while in childcare and it is determined that the child should be excluded; we will immediately contact you, or other persons authorized by you to come pick up the child. Until the child is picked up Learning Begins shall care for the child apart from other children. We will give appropriate attention and supervision to the child, give extra attention to hand washing, diaper changing, disinfecting surfaces; and use Universal Precautions.

In order to minimize the spread of infectious disease, all team members will practice handwashing guidelines as determined by the Department of Human Services and the Department of Health. Parent(s)/guardian(s) are required upon admission to submit a physical examination form and a current Certificate of Immunization for their child(ren), both signed by a physician or health official. Physicals and immunizations must be updated as determined by the Department of Health. Original forms are not allowed to leave the facility for the duration of enrollment.

\*\*\* The Iowa Department of Public Health (IDPH) says, “A religious exemption may be granted to an applicant only if immunization conflicts with a genuine and sincere religious belief.” We will not accept children without vaccinations, unless the child has a religious exempt or medical exempt. On the IDPH website there are documents for religious/medical exempts, and they **must** be notarized before Learning Begins accepts the child. The IDPH also states, “A child granted a religious exemption may be excluded from child care or school during a disease outbreak. The length of time a child is excluded from child care or school will vary depending on the type of disease and the circumstances surrounding the outbreak, and could range from several days to over a month.” Learning Begins will follow these statements listed above for these circumstances. \*\*\* The exemption forms are found at the link below on the IDPH website, along with more information. <https://idph.iowa.gov/immmtb/immunization/order-form>

In the event of serious illness or injury:

- The child will be transported by staff member, or an ambulance, to a local hospital for treatment.
- An accident/incident report will be filled out by a team member describing the symptoms that the child is experiencing.
- If a child has a know medical condition, parents must let Administration know immediately as to what should be done if a problem were to arise while

the child is in our care. Proper medications must be available and appropriate forms completed.

- Dental emergencies will be handled following the guidelines provided by the American Academy of Pediatric Dentistry.
- Medical Consent Form must be completed and updated annually

### **Medical and Dental Emergency Policies:**

Before your child's first day at Learning Begins, a Parental Emergency Medical Consent Form must be completed and signed by the parents. This form will specify where emergency medical and dental healthcare should be obtained. It is the parent's responsibility to update this information as necessary.

All dental emergencies require that the parents and the child's dentist be contacted. Staff is required to wear disposable gloves and to wash hands after attending to injuries. All items exposed to blood will be placed in a double layer plastic bag, sealed and discarded immediately.

### **Emergency Medical/Sick Child/Injured Child:**

If a child exhibits bacterial/viral or other unusual symptoms of illness or requires emergency medical care due to injury the Director and/or Administrative staff will administer first aid for the situation and within the scope of their training from one of the first aid boxes which contain all necessary supplies required by the Department of Human Services. These first aid boxes will be in all rooms, vans, outside in backpacks, gyms, safe room and for fieldtrips. If an ice pack is needed, frozen sponges in the ice box are used (which are cleaned and sterilized after each use). An accident report will be filled out in duplicate, so a copy will be available for the parent to read and sign, and a copy will be retained at the center. If the child needs to go to the hospital parents/guardians will be notified immediately as well as emergency medical personnel. A supervisor will go with the child in the emergency vehicle taking the child's file, and more specifically the emergency consent form, and leaving the other staff at the center to be responsible for the safety of the remaining children.

### **Medical Emergency/Serious Injury:**

If a medical emergency arises, Staff will first attempt to contact the parent/guardian. If the parent/guardian cannot be reached, Staff will contact the emergency contact person listed on

your child's Parental Emergency Contact Form. Staff will call for paramedic help, and your child will be taken to the hospital. Your signature on the form gives the hospital permission to care for your child.

First Aid kits that are licensed approved will be located in all rooms and the office will contain adhesive strip bandages, American Academy of Pediatrics standard first aid chart or equivalent first aid guide, plastic bags for cloths, gauze and other materials used in handling gloves, emergency medications needed for children special needs, emergency phone numbers-parents home and work numbers, emergency phone numbers, poison control center number, eye dressing, flexible roller gauze, hand sanitizer, non-glass thermometer, pen/pencil and note pad, safety pins, scissors, small plastic or metal splints, sterile gauze pads, triangular bandages, tweezers, mouthpiece for rescue breathing, and water.

Disposable gloves will be used for all incidents involving blood or body fluids so please let the staff/teachers know if your child is latex allergic.

Incident involving serious injury or significant change in health status will be reported to the parent immediately, and then 911 will be called.

After the emergency call has been made, the staff will then retrieve the child's Parental Medical Emergency Contact Consent Form from the file. This form must accompany the child to the hospital.

One staff will always remain with the child in need of emergency care as remaining staff will remain with the other children in another area.

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All employees, volunteers, and children will wash hands at the times listed below, and at any additional times as needed:

1. Upon arrival for the day.
2. Before and after:
  - a. Handling food
  - b. Feeding a child
  - c. Giving medications
  - d. Playing in water that is used by more than one person
3. After the following:
  - a. Diaper changes
  - b. Using the restroom, or assisting children in the restroom
  - c. Contact with bodily fluids (e.g. mucus, blood, vomit, sneezing, open wounds/sores)
  - d. Handling uncooked food-especially raw meat/poultry
  - e. Handling animals
  - f. Cleaning or handling garbage
  - g. Playing outdoors

Children and staff will use the following method when washing their hands:

1. Turn on water to a comfortable temperature
2. Wet hands with water and apply liquid soap to hands.
3. Rub hands together for at least 10 seconds. Rub areas between fingers, around all nail bed, under fingernails, jewelry, and the back of hands. Rinse hands under running water until there is no soap and dirt left, and then turn off the water.
4. Dry Hands.

Teachers and caregivers will provide necessary assistance with hand washing for infants who can be safely cradled in one arm, as well as for children who can stand but not wash their hands independently. After assisting the child with hand washing, the employee will wash his or her own hands. If a child is unable to stand and/or is too heavy to hold safely to wash their own hands at the sink, the employee will:

1. Wipe the child's hands with a damp paper towel, with a drop of liquid soap.
2. Wipe the child's hands with a clean, wet paper towel until the hands are free of soap.
3. Dry the child's hands.

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### **Universal Precautions/Exposure to Blood or other Body Fluids:**

Gloves will be worn by Staff when diapering, when contact with blood or other body fluids are present, and when cleaning contaminated surfaces. Spills or any blood or body fluid will be cleaned with soap and water. Any contaminated material or soiled diapers shall be disposed of in a double layer plastic bag with a secure tie.

### **Cleaning Schedule:**

To maintain a clean school and environment, Learning Begins uses the following schedule:

1. Daily
  - a. Countertops, tables, floors, doors, and handles
  - b. Carpets and large rugs-vacuumed daily, carpet cleaning as necessary
  - c. Sanitize utensils, surfaces, and any toys that go into the mouth or have in contact with saliva or other bodily fluids.
  - d. Toys that are not contaminated by bodily fluids
  - e. Toilets, sinks, and faucets are sanitized daily, or more often if needed

- f. Sanitize diapering stations after each use
  - g. Sanitize food preparation and service surfaces before and after use
- 2. Weekly:
  - a. Sheets, blankets, and pillow cases'
  - b. Sanitize cots and cribs
- 3. Additional cleaning will be done as needed. All schedules may vary according to need and soiling.

**Distribution of Medication:**

Whenever a child requires prescription or over the counter medication while in the center's care, the parent(s)/guardian(s) must submit a completed Medication Authorization Form. The parent(s)/guardian(s) must supply all medications. The center is unable to administer any medication with this form. Medication must be in its original container and labeled with the child's first and last name. Medications will be stored in an area and in a container out of reach of the children. If medication is to be kept at the center for treatment of a chronic condition, no more than one month's supply should remain at the center at any one time. We will complete the Medication Authorization Form with date, time, amount type/name of medication, and initialed by the staff member that administered the medication to the child. If the medication was not given, the reason will be recorded on the Medication Authorization Form.

### **Drugs and Alcohol Policy:**

No drugs, alcohol or tobacco are allowed on the premises (no smoking in cars allowed on the premises)

### **Nutrition:**

Our facility will ensure that your child will receive nutritious meals and snacks each day. Our menus will meet or exceed government standards and Administration will promote healthy eating habits weekly. We will strive to serve fresh fruits and vegetables weekly. No juice will be served in the program. Our monthly menus will be posted on our parent information board and website as well as copies for parents to take home.

### **Meals and Snacks Served:**

- a. Breakfast: 6:30 am-7:30am
- b. Morning Snack: 9:15 am
- c. Lunch: Infants/ones: 11:00 am
  - Twos: 11:20 am
  - Threes: 11:30 am
  - Fours and Five: 11:45am
  - Before and After: 12:00 pm
  - Afterschool Snack: 3:00 pm
  - Dinner: 6:00 pm

Breakfast and lunch will always be served with milk. Snacks will be served with either milk or water. Children with heavily restricted diets may want to bring in their own foods, properly labeled with the child's name and date. Food from home cannot be stored in child's cubby. If a child brings a snack for a party or a birthday, it must be approved by a staff member in advance in case of allergies.

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### **Food brought from home:**

Food brought from home must be provided directly to a staff member. Food brought from home for children less than five years of age who are enrolled in school shall be monitored and supplemented if necessary, to ensure CACFP guidelines are maintained. Parent(s)/guardian(s) may bring snacks for special occasions such as birthdays or holidays. Parent(s)/guardian(s) need to make sure they are aware of any allergies of students in the classroom and accommodate accordingly.

### **Toys:**

Children are not allowed to bring toys from home, without prior approval of an Administrator or staff member. Learning Begins is not responsible for lost or broken toys. If the toy becomes a

distraction in the classroom, it will be taken away from the child for the day and returned to the parent/guardian at the end of the day.

### **Supplies:**

Parents are responsible for providing the following supplies for children 3 year of age and younger:

- Clothing

a. Please dress your child in comfortable and safe clothing that is appropriate for outdoor play. For cold months hats, mittens, snowsuits, and boots will be needed. For warm months, sunscreen, sunhat, swimming suit or diapers, towel will be needed. An extra set of clothing to store in your child's cubby is always a good idea. Your child's clothing should be labeled with his or her name. - Diapering:

- a. Please bring a supply of disposables, cloth diapers, ointment, and wipes clearly labeled with your child's name. Your child's teacher will notify you when the supply is getting low.
- b. Should your child require the use of diapering ointments you must complete a medication form allowing the Daycare to use the product with specific application instructions. Diapering ointments must be in a tube, not a jar, to prevent contamination.

### **Transportation and Field Trips:**

Special Activities and field trips will occur on a frequent basis. Information regarding these activities will be distributed well in advanced to each family and will be posted on the parent boards outside each class rooms. Parent(s)/guardian(s) must return field trip/authorization forms back to their teacher in order to participate in the event. If you do not want your child to that gives us consent to transport your child in case of emergency. This form will be signed at the time of enrollment. The child will be transported by a preschool van, but occasionally staff or parent vehicles may be used. Drivers are required to have a valid driver license and be fully insured in order to transport children. Children ages birth -6 years old will be transported in the back of the vehicle and a safety seat must be left for use. Children over six years of age are required to wear a seatbelt and will be transported while seated in the back of the vehicle. The

adult child ratio is one over the regular for all off site activities. Parents can be counted into the ratio.

### **Outdoor/Physical Activity:**

Outdoor and physical activity will occur on a daily basis. Parent(s)/guardian(s) are responsible for providing clothing appropriate for outdoor play and activities. Outdoor play may occur between temperatures ranging from 25 degrees F to 100 degrees F (wind chill and heat index will be considered.). If children are unable to play outside due to weather, large motor play will take place in the gym.

### **Behavior, Discipline, and Discharge:**

Learning Begins goal is to create the safest, most orderly, and positive atmosphere possible. For this to occur, children are expected to behave in a way that is not disruptive to other children, property, or activities. Children will be taught how to show others respect through modeling by their teachers on a daily basis. Disruptive or destructive behavior will not be allowed. If a child continually hurts another child or staff member, they will be sent home for the day. If there is a severe case of a child consistently being destructive (three or more occasions in a month), then that child may be discharged without any notice. It will be required of teachers to model appropriate behavior and to set clear rules and limitations for their students. If the child is making a destructive or disruptive choice, the first step for the teacher will be positive redirection. If this does not resolve the problem, the child will be removed from the situation and will need to take a brief “cool down”. During that time, they will be required to reassess the situation and find a better alternative for the choice they made. The child will either have a timer set for the time limit or they have the option to let a staff member know when they are ready to participate in activities in an appropriate manner. If the child consistently makes serious destructive decisions, their teacher will keep a log and discuss the issue with the parent(s)/guardian(s). If the parent(s)/guardians(s) and staff members cannot find a solution, outside sources may be used with parental permission (a great source is the Grant Wood Area Education Agency). If the efforts are unsuccessful and the parents are not willing to cooperate, then the child may be discharged from the program. 27

The director will notify the parents in writing of the termination date. Generally, this will be a two-week notification so other arrangements can be made. A child may be dismissed immediately if he life and safety has been threatened of another human being. Termination of a family may also be due to excessive abuse of policies, failure to provide required records/documentation to the preschool, and failure to make payments.

### **Biting Policy:**

Even in the best child care center, biting can occur among infants, toddlers and sometimes 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 teachers. Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons: teething, simple sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Childcare 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 occurs, a high-quality program immediately takes action, not to blame the biters but to change the environment and help children change their behavior.

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

1. The teacher will remove the child 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 (hold ice pack comfort the child).
3. The caregiver should talk to the child who bit (if able to communicate) and talk about different strategies that the child can use next time (give them appropriate words-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 observation to determine the reasons for biting. Examples of some triggers would be: communication deficits, transitions, hunger, 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 teacher will begin this assessment.

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1. The teacher will examine the context in which the biting is occurring and look for patterns. The teacher will use the Center Action Plan for documentation and ask the following questions.
  - a. Was space too crowded
  - b. Were there too few toys
  - c. Was there too little to do or too much waiting
  - d. 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 teacher will change the environment, routines or activities if necessary.

3. The teacher 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 teacher 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.
5. The teacher will identify likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent, administration will meet regularly to regulate an action plan and to measure the outcome these changes.
7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

First Aid in response to biting. (both child and adult):

1. Wear gloves, clean wound with soap and water, Run water over wound for 5 minutes
2. Apply ice or cool compress to help reduce the pain or swelling.
3. Bandage the wound as necessary.
4. Write a detailed incident report for both children involved with the incident.

First Aid if bite breaks the skin (both child and adult):

1. Wear gloves, clean wound with soap and water. Run water over the wound for 5 minutes.
2. Control the bleeding.
3. Cover the wound with sterile dressing and bandage.
4. Contact the parent of Both children involved and encourage them to contact their healthcare provider to determine if they need to be seen.
5. Write a detailed incident report for both children involved with the incident.
  - If a staff member is bitten, we will use the Iowa City Community School District Exposure Control Plan.

When children bite, their parents are informed personally and privately the same day. All information is confidential, and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on our standard incident form that is completed and signed by teacher, parents and an administrator is notified. One copy is given to the parent and one copy is kept a locked file cabinet in the office.

When biting occurs, here's what you can expect from us:

- We will put the child's safety first and provide first aid 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 teachers with adequate knowledge and training to deal properly and effectively with biting.



- Sharing Students are invited to bring from home one item each Friday(subject to change with each teacher)
- Music-we experience music through singing, dancing, movement, listening, and playing instruments. Music experience coordinated without weekly themes.
- Outside (or large motor paly) Weather permitting, we go outside to play every day. If is too cold or wet to go out, we play indoor games such as bowling, parachute, hopscotch, tumbling, musical chairs, Simon says, follow the leader, etc...

#### Licensing Standards:

A copy of the licensing standards is available on the department of human services website, as well as in our main office. Learning Begins Capacity: TBD Misc. information:

Learning Begins reserve the right to raise tuition by 1 % yearly, beginning of January 2021

Learning Begins is a private daycare and we will celebrate holidays, if you do not want your child to celebrate with the class, then have alternative daycare for that day.

Learning Begins reserve the right to change handbook as see fit.

#### Final Statement:

Please contact the director of Learning Begins if you have any questions regarding this handbook. When enrolling your child in Learning Begins you are agreeing to the terms contained in this handbook, as well as the financial agreement. IF you need more information, we would be more than happy to help you better understand policies and will provide you with the resources to do so.

**Sign and return the attached form you have read this handbook and agree to all the terms within it.**

**Thank You,**

**Learning Begins Child Development Center**

**Acknowledgment of receipt of Handbook:**

The content of this parent handbook may be modified, revoked, suspended, terminated or changed at any time by Learning Begins.

**Parent's Acknowledgement:** I have received my copy of the handbook and understand it is my responsibility to have read it. I understand it is my responsibility to comply with the policies and guidelines herein and any revisions of it.

Name [Print]: \_\_\_\_\_

Signature: \_\_\_\_\_

Received this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.