

PARENT HANDBOOK



From Cradles to Crayons
3001 Grand Mere Parkway

Manhattan, KS 66503

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Welcome

Welcome to our From Cradles to Crayons Family! We are so happy you have chosen our center to care for your child. You are joining an amazing community of children, parents and employees. By partnering with you, we are confident your child will thrive here.

From Cradles to Crayons is an integral part of the ministry of First Christian Church (Disciples of Christ). As FCC was planning for the new building, they determined that quality early childhood care was a great need in the Manhattan community and an area where they could serve. The building was designed and built with the 5 room childcare center and the possibility to expand in the future. FCC is a place where ALL are welcome to gather, to worship, to seek, to ask questions, to doubt and to feast upon the love of God. That inclusiveness carries over into our childcare center as well. The congregation, pastors and staff are available to assist FCC families whenever needs arise.

We encourage you to visit our center anytime during our normal operating hours. You can also talk to your child's teacher regarding ways to volunteer throughout the year through activities such as reading books to the class, eating lunch with the children or volunteering for special events. Your involvement will enrich all children's experiences in our center.

Our center provides many opportunities for you to meet other families in the center. You can work with other families to support our program, learn from one another and provide support to one another. We encourage families to attend our family events throughout the year.

Please take time to read through all of the information in our handbook. We are confident it will answer many of your questions about the operation of our center, We welcome questions and suggestions. Please feel free to discuss them with your child's teacher, the director, or Pastor.

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MISSION STATEMENT and PHILOSOPHY

MISSION STATEMENT

To give children loving, quality care and help them develop a love of learning by:

- providing a nurturing, welcoming environment
- Meeting their individual educational, social and emotional needs
- Providing engaging opportunities for children to learn through play
- Working collaboratively with parents to support development at home and at FCC

PHILOSOPHY

We believe children learn and grow when they are in an affectionate, accepting and Christian environment (kindness, love, inclusiveness, and empathy). To us, learning begins with playing, so we view play as an important part of a child's experience at From Cradles to Crayons. We also believe the freedom to express feelings helps children develop a positive self-image.

We encourage children to use their intellectual and creative abilities and to develop habits of observation, questioning and listening. We also teach that every choice has a consequence, so children will learn to make positive choices. Christian values are integrated into learning through story times with the pastor circle time and our approach to discipline.

It is our policy that every child in our care participates in a normal developmental environment regardless of his or her individual abilities. We make every possible effort within the Americans with Disabilities Act and Kansas Licensing guidelines to ensure every child receives the same opportunities for learning, love, and individual attention. If, at any time, the teachers cannot meet a child's needs within normal operational guidelines, the teachers, administration, and parents meet to discuss and plan the child's placement, abilities and needs. We do what we can within the means of the center to accommodate the child's needs, including outside referrals and resources.

When the center's values and practices differ from the family's values and practices, teachers and families work together to help children participate successfully in our center. We adapt our environment, curriculum and teaching methods based on information families share when they enroll in our center. If the child's needs cannot be met, the parents may be asked to find alternate care for their child.

The FCC admission policy is non-discriminatory in regard to race, color, religion, national origin, ancestry, physical handicap or gender.

CENTER POLICIES

Licensing

From Cradles to Crayons is licensed by the Kansas Department of Health and Environment. Our license number is:

0078598

Program Hours

FCC is open year-round from 7:30am-5:30pm Monday through Friday.

FCC will be closed for the following holidays

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Columbus Day
- Thanksgiving (Thursday and Friday)
- Christmas Eve
- Christmas Day
- December 26 - December 31

When a holiday falls on a Saturday, the center will be closed the preceding Friday.

When the holiday falls on a Sunday, the center will be closed on Monday.

In addition, FCC may close in order for staff to complete training hours required by the Kansas Department of Health and Environment. Parents will receive advance notification for any additional closure dates or change in hours of operation for teacher training, building maintenance, etc.

Staff Qualifications

All teachers and staff have been carefully interviewed and selected on the basis of educational background, experience and most importantly, love of children. All employees are required to undergo a physical exam with a TB test and must have a background check completed by KDHE and the Kansas Bureau of Investigation. All teachers are CPR and First Aid certified and have completed trainings in Child Abuse and Neglect, Childhood Illness, Safe Sleep and SIDS, as well as other health and safety trainings. Teachers also complete a minimum of 16 hours of continuing education each year.

Enrollment

Enrollment at FCC is open to children from 6 weeks old to 5 years old. The following documents are due before enrollment is complete and a child can start care.

- Application for Care
- Signed Contract for Child Care Services
- Child Health History/Immunizations
- Health Assessment
- Authorized Pick-up Form
- Family and Child Information Questionnaire

Continued enrollment at FCC is contingent upon the parents', emergency contact persons' and the child's adherence to the policies and procedures of FCC as outlined in this handbook, including but not limited to, timely payment of all tuition and fees.

Parents are required to notify FCC immediately, should any of the information collected at the time of enrollment or any time thereafter change.

Tuition

All custodial parents and/or legal guardians are required to sign a "Contract for Child Care Services" prior to enrollment of their child. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Payment Schedule

We accept checks, money orders, and credit card/debit cards to pay tuition. We encourage families to utilize Tuition Express to pay tuition via the app or at the sign in computer. Receipts will be emailed upon payment. Statements can be provided by the Director or Assistant Director upon request. A \$30.00 fee is charged for all returned checks.

Late Payments

Tuition payment is due by the first day of the month. If a payment is not made within 5 business days, a \$10 late fee is assessed. Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at FCC. If you anticipate difficulty paying on time, please discuss the matter with the Director immediately.

Confidentiality

Within FCC, confidential and sensitive information is only shared with FCC employees who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents, and/or other children will not be shared with parents, as FCC strives to protect everyone's right of privacy. All children's files are kept in a locked cabinet in the office. FCC Director and your child's Lead Teacher may access their file to plan accordingly for your child. Outside of FCC administration and lead teachers, confidential and sensitive information about your child will only be shared when you give express written consent, except where otherwise provided for by law.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (ie. biting, hitting and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. FCC employees are strictly prohibited from discussing anything about another child with you. FCC takes very seriously the responsibility of maintaining the confidentiality of all persons associated with our center. We ask you to understand the implications of this responsibility and recognize the Confidentiality Policy not only applies to your child or family, but to all children, families and employees associated with FCC. Any parent who shares confidential information or pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the

Confidentiality Policy.

Mandated Reporting of Suspected Child Abuse and Neglect

Mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of FCC are considered mandated reporters, under this law. FCC employees are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at FCC take this responsibility very seriously and make all warranted reports to the appropriate authorities. This is designed to protect the welfare and best interest of all children.

As mandated reporters, FCC employees cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation
- Statements made by the child indicating abuse or neglect

Code of Conduct

One of our goals is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility

of FCC employees, but also the responsibility of each parent or adult who enters the center. Parents and adults are asked to behave in a courteous, decent and respectful manner. Parents and adults who violate the Parent Code of Conduct will not be permitted on FCC property thereafter.

Complaint Procedures

While parents will not always agree with FCC employees or parents of other children, we expect disagreements to be handled in a calm and respectful manner. FCC uses a variety of techniques to negotiate difficulties that arise in the center. Should you have a complaint concerning our center, our employees, or our procedures, you may talk to your child's teacher. If you are dissatisfied with the teacher's response, contact the FCC Director. If you do not feel a satisfactory solution has been reached after talking to the director, a meeting can be arranged with the Senior Pastor and/or chair of the From Cradles to Crayons Advisory Committee.

Swearing/Cursing

No parent or adult is permitted to curse or use other inappropriate language on FCC property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration of anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

Physical/Verbal Punishment of Your Child or Other Children

We do not support, nor condone, corporal punishment of children; such acts are not permitted in our child care facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavioral issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent witnesses another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Director. Furthermore, it is wholly

inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher's or Director's attention. At that point, the teacher and/or Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or staff are strictly prohibited from discussing anything about another child with you. All children enrolled in our center have privacy rights and are further protected by our Confidentiality Policy. You may be assured we will not discuss anything about your child with another parent or adult visiting the center.

Smoking and Illegal Substances

For the health of all FCC employees, children and associates, smoking, alcohol and illegal substances are prohibited anywhere on FCC property. Parents are prohibited from smoking in the building, on the grounds and in the parking lot. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

Safety Policy Violations

Parents are required to follow all safety procedures at all times. These procedures are designed to protect the welfare and best interest of the employees, children and associates of FCC. Absolutely no firearms are allowed on FCC property. If you are required to carry a weapon for work purposes, we ask that you lock the weapon in your car.

Please be particularly mindful of FCC entrance procedures and help us make sure unauthorized individuals are not allowed into the center. Parents or other authorized people will need to ring the buzzer outside of the education wing door to be allowed access.

Parent's Right to Immediate Access

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at FCC, as provided by law. In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) FCC must be provided with a **certified copy** of the most recent order and all amendments thereto. The orders of the court are strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court,

both parents must sign the request for more liberal interpretation of the order. If conflicting court orders are presented, the most recently dated court order is followed. Once presented with a Protection from Abuse Order or a Restraining Order, FCC is obligated to follow the order for the entire period it is in effect. Employees of FCC cannot, at the request of anyone except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated, FCC will report any violations of these orders to the court.

In the absence of a court order on file with FCC, **both** parents shall be afforded equal access to their child as stipulated by law. FCC cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, we suggest the parent keep the child with them until a court order is issued, since our rights to retain the child are secondary to the other parent's right to immediate access. FCC staff will contact the local police should a conflict arise.

Dismissal

FCC reserves the right to dismiss any child at any time, with or without cause and will not discriminate in regard to race, color, religion, national origin, ancestry, physical handicap or gender. Parents are refunded unused tuition within 30 days of a dismissal. An FCC check is mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance is forwarded to the address indicated in the child's file within one week of the dismissal.

The parents of a dismissed child are required to call and request an appointment time with the Director if they wish to return to FCC property following a dismissal. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent who harasses, threatens or in any manner causes harm to anyone affiliated with the center by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by FCC.

Withdrawal

A three (3) week written notice is required when withdrawing a child for any reason. If

the proper notice is not given, parents are still responsible for the tuition for the full three (3) weeks.

Resources and Referrals

Teachers track the developmental progress of each child in their classroom and share this information with parents during parent/teacher conferences. If a teacher expresses concern with a certain area of your child's development, you are given the reasons for the concern and copies of all documentation.

Many studies show that children experiencing developmental delays benefit from support services starting before public school enrollment. We believe parents should make the primary decisions about a child's goals and plans for services and encourage you to raise any concerns you have about your child. While parents are the primary advocate to obtain services, we want to work collaboratively with you to find solutions that can be incorporated into our daily classroom routine. If at any time, you want to investigate services for your child, FCC will provide information for various local programs, act as your advocate in accessing services, work to make a smooth transition into programs and provide feedback for your child.

FCC teachers and the Director have many resources in the Early Education field they can share with you. If you have any questions, feel free to ask your child's teacher or the Director for more information,

CENTER PROCEDURES

Arrival Procedures

Children must be supervised at all times while in our center, so we ask you to supervise your child until their outerwear is put away, they are with a teacher in the classroom and they are settled to begin their day with us.

At arrival and departure, make sure you sign your child in or out using the computer sign-in in the childcare office as well as writing the time of drop off and pick up on the sign-in sheet in the classroom.

We discourage parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent(s) to leave. We believe it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will hug, kiss (or complete other goodbye rituals), and say goodbye to the child. This will prepare the child for their departure. The teacher present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The teachers and director of FCC are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Notification of Absence

Please notify the center by 9:00am if your child will be absent or arriving after 9:00am that day. FCC staff will call all parents around 9:00am if we have not received notification that your child will be absent or late. This helps us maintain appropriate teacher-child ratios and helps your child's teacher plan for the day as well as ensures the safety of your child.

If your child is ill, we request that you notify the Center, not only of the absence, but also the nature of the illness. This information is only shared with employees on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis, so other parents may be notified that a communicable disease is present. Once again, only the communicable disease information is shared, FCC takes all measures necessary to protect your child's confidentiality.

Right to Refuse Admission

FCC reserves the right to refuse admission to any child at any time. Possible reasons for the refusal of admission include, but are not limited to:

1. Our center is closing due to inclement weather or an act of God
2. The need to maintain compliance with licensing regulations
3. A child deemed too ill to attend
4. A domestic situation that presents a safety risk to the child, employees, or other children enrolled at FCC if the child were to be present at the center
5. Parent's failure to maintain accurate, up to date records
6. Parent's failure to complete and return required documentation in a timely fashion
7. Parent's failure to pay tuition in a timely manner

Parents are not reimbursed tuition for days when their child is refused admission to the program.

Pick Up Procedures

People under the age of eighteen (18) cannot pick up a child from our center, even if the person is a sibling of the child. Once your child has been signed out, you are then solely responsible for supervising your child while on FCC premises. Please do not allow your child to wander through the hallways, classrooms, playground, or parking lot unsupervised.

Parents will need to enter and exit classrooms through the building, even when the classrooms are outside on the playground. Please do not enter directly onto the playground through the gate.

Late Pick Up

Our center closes promptly at 5:30pm. It is not acceptable to be late picking up your child. Parents are expected to arrive slightly before 5:30pm, pick up their child and paperwork and depart the building by 5:30pm. Parents should not expect teachers to discuss matters that happen during the day or wait while a child plays in the building after the center is closed. If you are in a situation where you are not going to arrive on time, please call the center to notify us. **A fee of \$5 per minute past 5:30pm will be charged to your account on the day following a late pick up.**

A child's services may be terminated should the child be picked up late on repeated occasions, regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or emergency/alternate pick-up person) is available to pick up the child on time.

If a child is still in our care at 6:00pm and we have been unable to reach the parents or emergency/alternate contacts, FCC will notify local police and Child Protective Services.

Persons Appearing to be Impaired by Drugs or Alcohol at Pick Up

An FCC employee will contact local police and/or another custodial parent should a parent appear to the employee to be under the influence of drugs and/or alcohol.

Any other authorized person who attempts to pick up a child, and appears to an employee to be under the influence of drugs and/or alcohol, is also denied access to the child. The employee will contact the child's parents, local police, and Child Protective Services to notify them of the situation.

Emergency/Alternate Pick Up Forms

At enrollment, parents are given a medical record form at enrollment to list contacts for Emergency/Alternate Pick-up. Parents are encouraged to include on this form any and all persons who, in the course of events, may at one time be asked to pick up their child from our center. If more than two (2) contacts need to be listed, please either email the Director or attach a separate paper to the form.

In an emergency situation, the child's parents are called first. If they cannot be reached, the persons listed as the Emergency/Alternate Pick-Up are contacted until someone is reached. Changes and/or additions to the Emergency/Alternate Pick-Up list must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions.

If we contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Licensing requires at least two (2) people, other than parents, are authorized for pick up in the event of an emergency.

Children will only be released to adults authorized as your child's authorized pick-up

with a valid ID. Please make sure anyone picking up your child has a photo ID. When another contact person who is unfamiliar with the center comes to pick up your child, please let us know in advance so we can plan to meet them when they arrive and help them find your child.

Emergency Closing and Inclement Weather Information

In the event of an emergency closing and or inclement weather, parents are notified of the closing through the ProCare App and email.

FCC will follow USD 383 Manhattan/Ogden in regards to inclement weather due to ice or snow. FCC will not always close when the district closes due to temperature.

When the center closes in the middle of the day, we attempt to reach the child's parents first to arrange for pick up. If we are unable to reach the parents, the persons listed as emergency contacts are called until pick up arrangements are made. The person who will be picking up will be informed of the pick-up location if the children have been evacuated from the center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Curriculum and Teaching

Curriculum/Lesson Plans

Our center uses multiple approaches and philosophies combined as each teacher creates lesson plans for the classroom that addresses all areas of children's development, including Social/Emotional, Language, Cognitive and Physical. The teachers tailor lesson plans to fit the needs of the current children in the classroom and provide opportunities and experiences for the children to reach their individual goals and developmental next steps. Each day, teachers use individual, small group and large group activities, as well as music and movement, to continually observe, assess and address each child's needs.

Parent involvement is encouraged in all aspects of our curriculum. FCC encourages parents to visit the classroom anytime to visit with their child. If parents are unable to do so for work reasons, they can still contribute to the class by suggesting activities, ideas, language and traditions that reflect their child's home environment. We also encourage parents to share their individual experiences, goals, celebrations and hopes for their child's development with us. This process is important to ensure the incorporation of different cultures and traditions in the classroom environment.

Play-based learning is our learning philosophy. We believe children learn best through active participation in their environment. Therefore, we strive to promote trust, independence and self-control in children by setting clear age-appropriate and individual-appropriate expectations. We allow children opportunities to learn by doing, observing, exploring, interacting and making their own independent choices. These opportunities are provided through a variety of activities and interactions as reflected on each classroom's daily schedule and weekly lesson plans.

Daily Schedules are based on the age of the children in the classroom. They include child-initiated play for at least one-third of the day and are located on the classroom bulletin board for each classroom. According to the Kansas Department of Health and Environment, children in attendance at the center for more than four hours must be encouraged to nap to meet their individual needs. Our center has set times for each class to observe quiet time. Children who do not fall asleep may engage in quiet activities during nap time.

Assessment

Our center uses various assessment tools to evaluate a child's physical, cognitive, language and social/emotional development, including health and self-help skills.

All teachers receive training on assessment procedures and materials. Using various sources of evidence, they identify a child's interests and needs, allowing them to monitor the child's developmental progress. Assessment guides teachers' weekly lesson plans, changes to the learning environment and teaching strategies that support an increase in children's skill levels. Assessment also allows our program as a whole to be accountable for providing developmentally appropriate care across all areas of children's development. Most importantly, it provides an opportunity for teachers and parents to collaborate on realistic expectations and goals for children.

Observations are a key part of assessment. Observations are done in the child's current classroom by teachers who work with the child on a daily basis. Teachers who observe, document events in anecdotal note form. Parents are encouraged to let their child's teacher know about the skills they observe at home.

Teachers provide parents frequent verbal updates about their child's development and learning. In addition, formal conferences are scheduled twice a year.

Parent/Teacher Conferences are conducted in the autumn and spring. Parents are given an opportunity to schedule a time to meet with their child's Lead Teacher. During the conference, teachers share the child's assessment and any observations recorded. The Lead Teacher and parents then work together to set common goals and to identify ways to achieve these goals at school and home.

If the Lead Teacher feels further developmental screenings or referrals are needed, the teacher notifies the parents, either during conferences or at other times of the year. If parents want to meet and/or collaborate on goals outside of the conference timeframe, their child's Lead Teacher will schedule a meeting, upon the parent's request. If a child is meeting with outside professionals, parents may invite those professionals to attend the conference with the parent.

Transitions

Children are assigned a classroom based on state licensing regulations, availability and

their developmental needs. In order to make transitions to a new classroom as smooth as possible, parents and teachers receive notice of transition from the Director informing them of the child's move date and the classroom they will be moving to, prior to the week of transition. Lead teachers work together to set up times for the child to visit their new classroom. In order to ensure a positive transition experience, teachers, parents, and the Director discuss any new routines, procedures, special needs, or concerns.

CLASSROOM MANAGEMENT AND SUPERVISION

Classroom Management

FCC believes keeping children busy and actively engaged decreases the frequency of behavior problems in the classroom. Transition activities help the children move smoothly from one activity to another. Teachers use only positive guidance and redirection to manage most behavior issues. Setting consistent, clear and understandable limits fosters the child's ability to become self-disciplined, which is our ultimate goal. Teachers try to ignore negative behavior as much as possible (since much of it is an effort for attention) and focus their attention on the children who are doing what is appropriate. Hopefully, this draws the child into the group and avoids the need for frequent discipline.

Children are born with enormous creativity! We feel that too much discipline destroys their spirit. By teaching children that each choice they make has a direct consequence, they begin to learn to be responsible for their own actions. Teachers never use physical punishment, such as shaking or hitting, and do not engage in psychological abuse or coercion. They never use threats or derogatory remarks and do not withhold, nor threaten to withhold, food as a form of discipline. We also follow the KDHE regulation (K.A.R. 28-4-427.d.2) prohibiting punishment which is humiliating, frightening or physically harmful to the child. Prohibited methods of punishment include: corporal punishment, verbal abuse, threats or derogatory remarks about the child or the child's family, binding or tying to restrict movement, or enclosing in a confined space such as a closet, locked room, box or similar cubicle and withholding or forcing foods.

Infant/Toddler/2s Policy: It is FCC's belief that no discipline should be used on children under the age of 12 months. Toddlers are redirected when engaging in unwanted behavior. Teachers ignore negative behavior and praise good choices. Biting is a developmental stage some children go through at this age. If a toddler is experiencing a tantrum, they are monitored in a safe area so they do not harm themselves or others around them.

2 ½ Years-Kindergarten Policy: Teachers use developmentally appropriate methods of disciplining. First, teachers ignore negative behaviors and focus on those positive choices children are making.

Children are encouraged to work out differences between each other. Teachers may redirect a child to another area in a room if they are having difficulty.

Conscious Discipline © Our center implements several aspects of Conscious Discipline©, a comprehensive classroom management program and a social-emotional curriculum. It is based on brain research, child development information and developmentally appropriate practices. Conscious Discipline© has been specifically designed to make changes in the lives of adults first. The adults, in turn, change the lives of children by developing skills to help children become aware of and express their feelings, work out conflict and become a school family.

For children with persistent, serious challenging behavior, teachers, families and other professionals work as a team to develop and implement an individualized plan that supports the child's inclusion and success at FCC. Teachers observe children who have challenging behavior. They identify events, activities, interactions and other contextual factors that predict challenging behavior and may contribute to the child's use of challenging behavior. Teachers address challenging behaviors by assessing the function of the behavior, conferencing with families and professionals to develop a plan to address the behavior, and using positive behavior support strategies.

Supervision

All Children: Teachers supervise all children by sight and sound. Mirrors, videos, or sound monitors are not used in lieu of direct visual and auditory supervision. Teachers are aware of, and positioned so they can hear and see any sleeping children, especially when they are actively engaged with children who are awake.

Toilet Training

Experts agree children who potty train easily have parents who are calm and patient and show a matter-of-fact attitude toward toilet training. Our teachers are prepared to work with parents to prepare older toddlers for this important milestone in their lives. No evidence suggests that a child who is trained by the age of 30 months is "brighter" than a child who is trained at 36 months. Parents and teachers should not, therefore, compare children.

Children begin potty training when the child is showing interest and parents and teachers feel it is the best time. We ask parents to meet with their child's teacher prior to beginning potty training because it is vital that the teachers and parents communicate and are consistent about toilet training. Our teachers know toilet training is a gradual

process that takes time and understanding. No child is ever forced to sit on the potty or ridiculed in any way for soiling pants. We do not use negative tactics to toilet train. We encourage and praise the child for successes and show understanding and patience when accidents occur. We let the child know we have confidence in them and believe in their ability to succeed.

During the training, parents are asked to supply the center with three sets of clothing per day. If a child does not have enough clothes, the teacher calls the parent and asks him/her to bring clothing immediately.

Toys From Home

Due to the risk of damage, sharing issues and the potential for loss, children are discouraged from bringing toys from home unless it is Show & Share Day. Children may bring in a small soft sleep toy for naptime. These will remain on the child's cot throughout the day. If parents allow their child to bring a toy from home, we ask that the toy be age-appropriate. FCC is not responsible for lost or damaged toys.

Dress Code

Children are engaged in various activities during the day; some of them are messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children must be dressed in seasonably appropriate, comfortable clothing which may get dirty.

Coats, hats, gloves, snow pants, snow boots, and scarves must be provided in the winter months. The most appropriate type of shoes for participation in school activities are rubber soled sneakers/tennis shoes,

If your child is under 3 years of age, please make sure that we have at least three (3) seasonably and size appropriate complete changes of clothing at the center at all times. If your child is between 3 and 5, please make sure we have at least one seasonably and size appropriate complete change of clothing at the center at all times. A complete change of clothing includes shirt, pants/shorts, underwear, socks and shoes. Clothes are kept individually in child labels containers in the classroom.

Please clearly label all clothing items with your child's first and last names or initials. This includes coats, hats, gloves, scarves, and boots. FCC is not responsible for lost or

damaged clothing.

When choosing accessories for your child, please be mindful of potential safety issues, not only for your child, but also for the other children attending our center. Long necklaces and dangling earrings are not permitted. Any jewelry the teacher deems to be a safety hazard will be sent home with the parent or placed in the child's backpack to be taken home. Teething necklaces are prohibited.

HEALTH AND SAFETY

Pre-Enrollment Requirements

Each parent is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office one week prior to the child's first day of attendance. All children will be required to have a complete up-to-date immunization record and KDHE physical signed by a physician on file at FCC. This is per our licensing regulations. If there is a medical or religious reason that your child cannot be fully immunized, please contact the center Director. A medical waiver will need to be completed in order for us to remain in compliance with licensing. This is the only exemption for immunization that FCC allows. Parents will also need to provide updated immunization records each time new immunizations are received. Immunization records are required to be up to date at all times.

Children with Severe / Food Allergies

For the safety of your child, parents are required to provide a signed copy of the KDHE form detailing any allergies, food or otherwise, from which their child suffers at the time of enrollment or when the allergy is discovered. **Any allergy that requires a food substitution must be written on the form or doctor's office letterhead and given to the FCC director.**

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy.

Parents of children who have a food allergy must provide current documentation of the allergy. FCC will attempt to provide alternate menu items, if at all possible. If the parent isn't sure which items their child can have, our director checks food labels for ingredients of the child's allergy. **Parents of children with a lactose allergy must provide NUT FREE milk weekly.** FCC asks parents to allow us to post allergy information in their child's classroom and kitchens, so all teachers in the room are aware of the restrictions. If a child has special feeding needs, teachers record the type and quantity of food the child consumes and provide this information to the child's parents daily.

FCC is a Nut Free Center.

Communicable Diseases

FCC follows all health/communicable disease policies outlined by the KDHE form CCL 037, which is available upon request and in all classrooms.

If your child becomes ill with a communicable disease, please notify the FCC staff post haste.

When children are excluded, parents are notified by FCC staff of when their child can return to care. FCC staff takes the health and welfare of our students seriously and holds parents responsible for not sending sick children to childcare. **At any time, FCC's Director reserves the right to exclude a child with or without a doctor's note for any period of time they feel the child is contagious.**

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form.

If the child has not been picked up after the initial 45 minutes, parents will be charged \$1/minute until picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by KDHE.

FCC teachers evaluate each child on an individual basis to determine if illness prevents the child from participating comfortably in activities or results in the need for greater care than teachers can provide without compromising the health and safety of the other children.

Illness Policy

FCC follows the KDHE Child Care Licensing Exclusion Policy for Sick Children. If your child experiences one or more of the symptoms in the left hand column, he/she may not attend childcare until the result in the right hand column is met. If your child will not be attending childcare please call the office (785) 320-2372. We are required to report certain contagious diseases to the Riley County Health Department and all parents. Please inform us if your child has been exposed to or contracted a communicable disease.

Conditions: Excusing From Child Care	Conditions: Returning to Child Care
Temperature of 99.5 F or higher	Fever free for 24 hours (without use of medication)
Severe, high pitched or uncontrollable cough	Symptom free or written Dr. approval
Labored, rapid or wheezy breathing	Symptom free or written Dr. approval
Diarrhea (two watery stools in a 4-hour period) Or 1 episode not contained in diaper.	Diarrhea free for 24 hours period
Vomiting	Free of vomiting for 24 hours
Red, watery or draining eye(s), conjunctivitis	Discharge has stopped, or written Dr. approval
Infected areas of the skin with crusty, yellow, oozing scabs/wounds (molluscum, staph, MRSA)	Skin sores are healed, or 24 hours after start of treatment
gummy, dry area or rash (Impetigo, Ring Worm, Pin Worm)	treatment started, or written Dr. approval
Severe itching of the body or scalp (Scabies, lice)	After treatment, free of lice and nits
Fainting or Seizures, general signs of listlessness, weakness, drowsiness, flushed face, headache or stiff neck	Symptom free or written Dr. approval
Strep throat or Bacterial Infections	A minimum of three doses of an antibiotics have been given in a 24 hr. period
Chicken Pox	Lesions are crusted (4-7 days after onset)
Hand, Foot, and Mouth rash	Fever free for 24 hours, no rash.

Dispensing Medication

FCC only dispenses over the counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with administration instructions. FCC only gives medication to the child for whom the doctor's note is written and for whom the medication container is labeled.

FCC is not allowed to dispense the first dose of medication, unless given physician's written permission for life-threatening situations. One doctor's note is required for each course of treatment. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a "Medication Form" for each medication to be dispensed. Medication Forms can be obtained from the Director or Lead Teacher. If there is no Medication Form on file, medication will not be given.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date. Parents provide written instructions that include the medication name, dosage, time and date medication is to be given. Parents are encouraged to demonstrate how to use any device used to administer medication and any special instructions regarding care of the device.

Biting

FCC recognizes that biting is a developmentally appropriate behavior for children in the infant and toddler classrooms. Parents with children in these classrooms should expect their child may be bit, or may bite another child. We understand parents are concerned and can be upset when their child is involved in a biting incident. We ask you to remember this is a developmentally appropriate behavior and assure you our teachers are working to identify situations which provoke or elicit this behavior so it can be prevented.

The teachers do not punish, nor harshly discipline children in classrooms for biting behavior; they simply redirect the children to different activities in separate areas of the classroom and focus on giving care to the child who has been bit. Parents are expected to work with teachers to identify methods and strategies to curb this behavior. If parents are uncooperative, they are asked to find alternate care for their child.

Children older than three years old may occasionally be involved in a biting incident. For children in this age group who bite, the teachers use the discipline procedures outlined in the "Classroom Management" section, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to work with teachers to help their child control this behavior.

Parents are notified by incident reports, when a biting incident occurred during the course of the day. Teachers may not discuss with either parent the identity or medical history of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. We recommend any child involved in a biting incident be seen by their family physician, if the parents are concerned about communicable diseases possibly resulting from the biting incident.

Incident/Accident Reports

Should your child be involved in an incident/accident during the course of the school day, a teacher completes an "Incident Report". For more serious incidents, the teacher or director will notify the parent via phone as soon as possible. The classroom teacher can briefly discuss the matter with you at pick-up.

However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule a meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Emergency Drills

FCC conducts monthly fire and tornado evacuation/emergency drills. Parents, employees and children are not made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During any emergency drill or real emergency situation, parents may not drop off or pick up their children. Parents must wait until the drill is complete and the children have returned to the building to have their child signed into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

During tornado warnings, children will not be allowed to leave the storm shelter until the tornado warning expires. Parents can wait with the classrooms in the shelter until the all clear is given.

In the event of a real fire/emergency situation, the director or designee informs each classroom teacher that the school is closing. All parents or emergency contact persons are notified of the situation by telephone. Consistent with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Safe Sleep Infant Policy

We follow the recommendations from *Caring for Our Children: National Health and Safety Performance Standards, 3rd Edition* and KDHE (Kansas Department of Health and Environment) to reduce the risk of Sudden infant Death Syndrome (SIDS) and accidental suffocation.

Sleep Position:

- **Infants will always be placed flat on their backs to sleep.** Infants will not be placed on their sides or tummies for sleep. The only exception is if the child's physician provides a signed and dated letter stating the child is to sleep on his/her stomach. The letter must be on the physician's letterhead stationery.
- Devices such as wedges, infant positioners or rolled up blankets will not be used unless requested by a physician in writing, on letterhead stationery, signed and dated by the physician.
- Infants are always placed on their backs to sleep. If an infant is able to roll to the tummy or side on their own after being placed into the crib, they will be allowed to remain in that position while asleep.
- Infants may be helped to fall asleep in a variety of ways. Teachers will work with parents to mimic as closely as possible those sleep methods used at home. Methods include rocking, walking, and allowing a child to fall asleep on their own inside the crib. Staff may not leave an infant alone in a crib if unhappy for more than 3 minutes. Infants may be left in the crib awake up to 10 minutes if happy.
- Infants may fall asleep with pacifiers provided by parents and removed once the child is asleep and has fallen out of the mouth. Pacifiers will not be tied or clipped to the infant's clothing, Pacifiers will be cleaned regularly and checked for cracks or tears. Parents will be asked to replace pacifiers if needed.

Sleep Environment:

- Infant rooms are equipped with one crib per child that has been purchased on or after July 2011, equipped with slats less than 2 3/8" apart and without a drop-side as per licensing regulations.
- Only one infant will be placed to sleep in each crib. Siblings, including multiples, will sleep in separate cribs unless a physician-signed medical sleep waiver is provided.
- The crib will have a firm, tight-fitting mattress covered by a fitted sheet and will be free from loose bedding, toys, and other soft objects.
- To avoid overheating, the room where infants sleep will be kept at a comfortable temperature between 70-75 degrees (KDHE requires rooms occupied by children should not be less than 65 degrees F and not more than 90 degrees F. K.A.R. 28-4-423 (a) (19).
- Sleep sacks, with or without Velcro swaddle wings can be used to keep the child warm and comfortable. Sleep sacks with swaddle wings will only be used on infants under 4 months of age.
- Blankets of any type, small "lovey" blankets, or crocheted blankets brought from home can be made available to an infant while awake or falling asleep in the teacher's arms, but will not be placed into the crib.
- Smoking is not allowed on FCC grounds. Clothing or items smelling of smoke are not allowed to be kept in the classroom.

Supervision:

- Sleeping infants are within sight and hearing of staff at all times.
- A staff member visually checks on every infant in the crib area every 5 minutes.
- Sleep positions and information are recorded on a daily sleep chart every 30 minutes. KDHE licensing regulations require that infants not be allowed to sleep in car seats, wings, bouncers, or any other device. If an infant falls asleep in a swing or bouncer, they will be moved to their crib. Infants arriving asleep in a car seat carrier must be taken out and will be held or placed into their cribs.

Training:

- All staff and volunteers at FCC are trained in safe sleep policies and practices.
- All staff are certified in Adult and Pediatric 1st Aid/CPR including training for unresponsive infants.

FCC recommends all parents follow the guidelines in this safe sleep policy while at home and away.

Meals

FCC provides breakfast, lunch, and an afternoon snack. All of FCC's menus are planned in accordance with KDHE guidelines and prepped on site. Menu and food prep is overseen by the director or another staff member who has training in child nutrition. Printed monthly menus are located on the parent information boards outside each classroom and also sent home before the start of each month. Children are not allowed to bring outside food into the classrooms. Please have your child finish eating any food before entering the center.

Most meals at FCC are served family style, with children sitting at tables to promote good manners, eating habits and socialization. Teachers sit with the children to model positive behaviors and engage them in conversations. Whenever age-appropriate, food is passed among the children and they serve themselves. Children are encouraged to try all foods that are served. No child is forced to eat food, and no food is withheld as a form of punishment.

Birthday treats are a way for us to celebrate with children on their special day. If a child's birthday falls on the weekend or he/she has special plans that day, we are happy to celebrate whenever the parent would like. Parents inform Lead Teachers when and what they are bringing in for the class. Because some children have food allergies, parents are asked to consult with their child's Lead Teacher to determine which foods to avoid. We want all of the children in the classroom to participate in birthday celebrations.

Disclaimer: From Cradles to Crayons reserves the right to make changes to these policies at any time.

PARENT/GUARDIAN ACKNOWLEDGMENT

I, _____, a parent/guardian to
_____ at From Cradles to Crayons,
acknowledge that I have received the FCC's Parent Handbook and have
been given the opportunity to read the handbook and ask questions about
the policies and procedures in the handbook. I agree to abide by the
policies and procedures set forth in the handbook.

I further understand that the contents of this handbook are presented as
an overview and guidelines of the current policies and procedures of From
Cradles to Crayons (FCC). The policies and procedures set forth in this
handbook replace all prior inconsistent policies, written and oral.

I acknowledge from time to time it will be necessary for FCC to change,
delete, or add to this handbook. This handbook is for informational
purposes only and is not intended to create, and it does not create, a
contract between myself and FCC. Nothing in this Handbook binds FCC to
any specific procedures, policies, or privileges.

DATE

PARENT/GUARDIAN SIGNATURE

PARENT/GUARDIAN'S NAME PRINTED