



Community Care
& Learning Center

Parent Handbook and Policy Guide

Approved May 15, 2019

189 East Lee Highway New Market, Virginia 22844
(540) 740-8304

MISSION

Provide accessible, quality child care that support parents' ability to maintain stable employment, knowing their children are in a safe, nurturing, and enriching environment

VISION

Exemplify the *power of community collaboration* in meeting the needs of children and families

PHILOSOPHY

Based on the philosophy that children learn best through play, CCLC daily activities encourage active involvement and meaningful experimentation within a play-like atmosphere. The program is designed to promote the social, emotional, physical, and intellectual growth of children through learning experiences developmentally appropriate for the child. We believe that parents and caretakers are better able to secure and maintain employment to provide for their families when they know their children are in such an environment. We believe it take the community to care for children, and that children should learn about and engage in their community to build a strong sense of belonging and community engagement. CCLC recognizes that the cost of quality child care can be burdensome, even prohibitive, for some families. We are committed to working with the community, businesses, foundations, and other entities to assist parents in meeting the cost of care, while maintaining well-trained, caring, competent, and fairly- compensated staff and meeting or exceeded all state and local licensing standards for quality center-based child care.

DEFINITION OF FAMILY

In this handbook we refer to family as a parent, legal guardian, sponsor, or anyone else who provides for the well-being, best-interest and responsibility of the child in care.

HOURS OF OPERATION

The center is open 6:00 AM to 6:00 PM, Monday-Friday for children age 2 ½ to age 5. School age care is provided from 6:00 AM to 7:45 AM and 3:40 PM to 6:00 PM, during the school year, and summer care is available from 6:00 AM to 6:00 PM for all children 2 1/5 to age 12. Please do not drop-off your child prior to opening. The staff person on duty WILL NOT open the door sooner. Parents (not older siblings) or another adult are expected to accompany their child and sign them in and out of care.

In case of inclement weather, families may **call CCLC at 540-740-8204**. A recording will alert parents of closures or delayed opening by 5:00 AM. If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange. This number may also be used to reach the center during hours of operation or to leave a message for the Director.

Staff will always know the whereabouts of all children and be within sight and/or sound of children in their care. Head count of children will be completed in each classroom or group every 5-10 minutes to insure all children are accounted for. If a child is determined to be missing from the group, staff will check everywhere including under furniture, in bathrooms, playground and other outside areas. If the child is not located within five minutes, staff will call 911 and then call parents, and continue to look for the child.

LATE ARRIVALS AND NON-ARRIVALS

If a child arrives to the center late (after open play time), the lead teacher for the child's class or her designee, will greet the parent and child at the door, and offer the child transition activities for a short time until he/she can be easily transitioned in the class group activities.

If a child doesn't arrive as expected (late more than 15 minutes) from another program or school, the lead teacher or director will contact the parents to see if someone else picked up the child at the other site. If the parent can't be reached or doesn't know the whereabouts of the child, staff will contact the other program. If they do not know the whereabouts of the child, the director will call 911.

HOLIDAYS

The center is closed for the following holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, and Christmas Day and the day after. Community Care and Learning Center may also be closed three days per year for staff workdays. One day in May, August, and December. Parents will be notified of the exact workday dates at least one month in advance. Full tuition is due for the weeks in which these days fall.

ENROLLMENT AND FEES

Children are admitted without regard to race, culture, sex, religion, national origin, or disability. Community Care and Learning Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to enroll and encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Tuition

An enrollment fee of \$50.00 is due at the time of enrollment. This fee is non-refundable. This fee also covers all material supplies for the child for one year. **The cost of tuition is \$150 per week for fulltime care; parent pay is based on a sliding scale dependent upon family need and circumstances.** Before school care is \$5.00 per day/child, and afterschool care is \$10.00 per day/child. The center has numerous scholarships and tuition reduction programs available for families, however all families are expected to contribute towards their child's care. Financial information, documentation of WIC, SNAP, or other financially-based benefits will be required

to qualify for tuition reduction; other family circumstances or situations may also qualify a family for scholarships funds. **TUITION REMAINS THE SAME EACH WEEK REGARDLESS IF YOUR CHILD DOES or DOES NOT ATTEND THE CENTER.** To continually meet CCLC's expenses, children are enrolled on a full-time basis. Part-time enrollment is only considered in rare instances, and on a case-by-case basis, and may be discontinued, for any reason, with two weeks' notice.

Payment and charges

Full payment is always paid one week in advance of services. Tuition is due on Monday morning for the up-coming week or the first day of the week your child attends. The non-refundable registration fee of \$50.00 is due at the time of registration; a slot will only be held for two weeks. An activities fee, equal to the registration fee, is due annually, after one year in the program. Summer only fee is \$30. **TWO WEEKS NOTICE** must be given before withdrawal of your child. If proper notice is not given, you will be charged for the two weeks.

Returned Checks Rejected Transaction Charges-All returned checks or rejected automatic debit card transactions will be charged a fee of \$35.00. Three or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

Enrollment

Prior to admission, an initial interview between the family, child, and a director is necessary to:

- Discuss the policies, program and financial responsibilities
- Discuss each child's needs to help ensure a positive experience at the center
- Review and discuss enrollment forms.
- Tour the center to allow the child to become familiar with the surroundings, staff and peers.

All admission and enrollment forms must be completed prior to your child's first day of attendance. This includes an up-to-date physical and immunization records, copy of birth certificate, and any custody or legal documents related to anyone who may not have access to your child while at the center.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees will be assessed beginning at 6:01 PM and due to the staff person on duty. Our staff do not get paid after 6:00 PM and it is your responsibility to pay the staff person. Staff have lives and other jobs outside of the center and need to leave on time.

Late fees are as follows:

- Up to ten minutes: \$5.00
- Eleven to twenty minutes: \$10.00
- Twenty-one to thirty minutes: \$15.00

If your child is still at the center at 6:00 PM and we have exhausted every effort to contact you, the Shenandoah County Department of Social Services and/or the police department will be notified. The center closes promptly **at 6:00 PM**. Please allow enough time to arrive, sign your

child out, and leave by closing time. If you are still in the center after **6:00 PM**, you will be charged a late fee.

Special Activity Fees

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

CHILD AND STAFF RATIOS

To ensure adequate supervision, care, and safety, we maintain the following child to staff ratios:

<i>Age</i>	<i>Child to Staff</i>	<i>Maximum Group Size</i>
<i>30 months to 3 years of age</i>	<i>8 to 1</i>	<i>16 (with assistant)</i>
<i>3 years to 5- year-olds</i>	<i>10 to 1</i>	<i>16 (with assistant)</i>
<i>6 to 12 -year-olds</i>	<i>20 to 1</i>	<i>28 (with assistant)</i>

The maximum number of children to be in care at any given time, as dictated by Department of Social Services licensing standards, is 31.

LINES OF AUTHORITY

The Center Director has final authority over day-to-day operations of the center. Teachers and assistants report directly to the Director. Parents are encouraged to share concerns with their child’s teacher, but may at any time request to speak with, or schedule a time to speak with the director with concerns or questions. Issues related to payments must be addressed with the director.

CCLC is governed by a Board of Directors. If a caregiver or staff member has an issue or concern that is not adequately addressed by staff, a board member may be contacted. Yvonne Frazier, Board Chair, can be reached at 540-477-3602. Contact information for the designated board contact, if different from this, will be posted at the entrance *of the center*.

GENERAL DAILY SCHEDULE OF THE CENTER

Our program provides a balance of active and quiet time for the different age groups. Outdoor activities are an important part of our program also. The following is a general schedule for all the age groups. The schedule is subject to change depending on weather, group size, needs, etc.

6:00-8:00 AM	Welcome/Open Center time
8:00-8:15	Greetings; Morning Circle/Calendar/Weather
8:15-8:25	Song and Themed book

8:25-8:45	Morning Jobs/Daily News
8:45-9:00	Social-Emotional Learning activity
9:00-9:30	Fine Motor Skill Centers
9:30-10:15	Recess (outdoors, as weather permits)
10:15-10:30	Bathroom/Cleanup/Hand wash
10:30-10:45	Morning Snack
10:45-11:00	Reading/Story time
11:00-11:30	Gross Motor Skill Centers
11:30-11:50	Colors, Alphabet, and Shapes (preschool); Science and exploration (school-age)
11:50-12:00 PM	Clean up/Bathroom and Hand Wash
12:00-12:30	Lunch
12:30-12:45	Open Centers
12:45-1:00	Centers extended; Bathroom and Clean Up
1:00-2:30	Nap Time; Community outing or quiet time (school-age)
2:30-3:00	Afternoon Snack/Bathroom
3:00-3:30	Themed Craft
3:30-4:00	Science/Math time
4:00-4:30	Independent Learning Time or Special guest time
4:30-5:00	Pick-up- Open Centers/Clubs

HEALTH

Immunizations

To prevent potentially dangerous outbreaks of communicable diseases for which vaccinations are available, it is the policy of this center to enroll only children who have received all standard immunizations. It is a requirement of the state that all centers keep immunization records on all children. All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Physicals

A copy of your child's physical should be received before your child starts at the center but must be received no later than thirty days after the child begins the program. Families are

responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

Medications

All medication should be handed to a staff member with a medication administration form. Forms are available from any staff member. Medications should never be left in the child's cubby or lunch box. Any staff member who dispenses medication will have medication administration training (MAT) and will ensure medication is recorded along with the directions and that the medication is as directed.

- Prescription and non-prescription medication require a medication administration form signed by the family. Medication **MUST** be in the original container.
- Non-prescription topical ointments or sprays (ex. diaper cream, chapstick, sunscreen and insect repellent) *must all have a medication administration form on file.*

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to pick up your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive. Children **MUST** be picked up within one hour after the center calls you to pick up your child.

Children may not be at the center with the following symptoms:

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than the center can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever of 100 F or higher accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools.
- Vomiting – green or bloody, and/or more than twice during the previous 24 hours.
- Mouth sores.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with eye discharge, until on antibiotics for 24 hours.
- Impetigo, until twenty-four hours after treatment.
- Strep throat, until twenty-four hours after treatment.
- Head lice, until treatment and all nits removed.
- Scabies, until twenty-four hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until five days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicated the child is not infectious.
- Rubella, until six days after the rash appears.
- Mumps, until five days after onset of parotid gland swelling.
- Measles, until four days after onset of rash.
- Physician /other health professionals' written order that child be separated from others.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for twenty-four hours.
- They have been treated with an antibiotic for twenty-four hours.
- They can participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething).
- The child's physician signs a note stating that the child's condition is not contagious.
- The involved areas can be covered by a bandage without seepage/drainage.
- If a child has a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify the center regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the child's classroom and lunch room. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenita and Non-congenital (including suspect)
- Tetanus (including suspect)
- H₁N₁ Virus
- Any cluster/outbreak of illness
- Tuberculosis

NUTRITION

Breakfast

Please make sure your child has breakfast before attending the center and is finished eating before entering the center. Children eating food while trying to play poses a choking hazard.

Lunches

You must pack your child's lunch each day. We ask that you pack a nutritious lunch for your child. All lunch boxes/bags must be labeled with your child's name. We request that you limit sweets for lunch. The center is equipped with a microwave if your child's lunch needs to be heated.

Snacks

We will provide a morning snack; about 8:30 AM and an afternoon snack; about 3:15 PM.

Note: It is expected that CCLC will become a USDA meal provider in the near future. Once this is in place, we ask that your child eat the foods provided as part of the group, however you may talk with the director about special situations.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care *completed by the family physician*.

Meal/Snack Times

A staff member who is trained in first-aid for choking is present at all meals.

Children Thirty Months and Older

No child shall go more than four hours without a meal or snack being provided.

Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods. Round, firm foods that pose a choking hazard for children less than four years of age are not permitted. These foods include hot dogs, whole grapes, peanuts, thickly spread peanut butter and hard candy.

School Aged Participants

Morning school child care participants need to have a breakfast before attending the center (unless your child will be getting breakfast at public school). The center does not provide a breakfast or snack before school. After school child care participants will be offered a light snack each afternoon. These snacks are not a meal.

SAFETY

Emergency Plans

Your child's safety is very important to us. The center has a written emergency plans covering a variety of situations available for your review, upon request. Emergency drills are practiced regularly in accordance with fire and licensing requirements.

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including

painting, outdoor play, sand, water, and other sensory activities. Our playground is used as an extension of the center and daily programs are conducted outside whenever weather permits. The center is concerned with the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. If your child is under age three, clothing that is free of snaps, buckles, or buttons is easier for the bathroom process. Flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities. Please do not send your child in flip-flops.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 80 F or less than 40 F. All other times, the children will go outside to play at least thirty minutes per day per state mandate. We do go outside to play in the snow so please send your child with appropriate clothing such as a hat, gloves, and snow boots.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the center area to prevent injuries. First aid will be administered by a trained caregiver if your child sustains a minor injury. You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. The center is equipped with first aid kits meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we try to contact you or an emergency contact.

Biting

Biting is a normal stage of development common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at -least once. When biting happens, the staff's response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. The staff's focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change. If biting continues after every effort has been exhausted to help the child that is biting, the child will no longer be allowed to attend CCLC for the safety of other children and staff.

Smoking

The poisons in second-hand smoke are especially harmful to children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited. Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff, or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

Suspected Child Abuse

The center is required by law to report all observations of child abuse or neglect cases to the appropriate state authorities. If we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. The center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCY TRANSPORTATION

In the event that your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A staff member will accompany and remain with the child until a family member or emergency contact arrives.

OTHER TRANSPORTATION

Written permission will be required for children to participate in field trips which include the child being transported by a staff member or vetted volunteer. All vehicles and driver's records will be deemed safe prior to transporting. Car seats and seat belts will be used in accordance with all laws and regulations. Regular walks/outings around town require a one-time signed permission form from parents.

COMMUNICATION AND FAMILY PARTNERSHIP

Family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Communication

Notes and pictures from staff will keep you informed of your child's activities and experiences at the center.

Bulletin Board

Located at the front entrance provides center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Calendars

Monthly calendars provide highlights such as weekly themes, birthdays, fun days, and more.

Email

We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, and general updates.

Family Visits

Family participation is encouraged-Visit classrooms, volunteer, or eat a meal with your child.

Conferences

Family and teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

For the safety and protection of the children, external door will be kept locked at all times. Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Rest Time

Per state law, all children have rest time. If the children are not asleep within thirty minutes, the child will be given a quiet activity until rest time is over. Soothing music is played while staff sit with the children. Children are supervised at all times during nap.

GUIDANCE

General Procedure

Community Care and Learning Center is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the center community. Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communication consistent, clear rules and involving children

in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Discipline Policy

We have created a discipline policy that reflects our philosophy of positive guidance with children. In an environment which offers children choices, decision making and conflict resolution abilities are naturally promoted through communication and daily opportunities to practice and refine skills. Teachers value this process by insuring adequate time for problem solving and resolution. Additionally, teachers actively support healthy conflict resolution by participating in numerous ways. Teachers will assume different roles (mediator, coach, advocate, etc.) based on the identified needs of the children in each specific situation.

Community Care and Learning Center also believes that teachers must lovingly redirect children on occasion to help them learn to cooperate with their peers and to have positive, educational experiences that encourage and enhance their growth and development while in our care. After exhausting these methods, the child is asked to sit in a quiet place to think about what has happened. The teacher and child then discuss the problem and possible solutions.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness. Each student at Community Care and Learning Center has the right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance of bullying. If you have any concerns about this at any time, please report it to one of the Directors.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues of Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these in the context of our program. On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances

include, but limited to:

- A child appears to be a danger to others
- Continuous biting of other children and/or staff
- Continued care could be harmful to, or not in the best interest of the child or other children in the center.
- Undue burden on the center resources and financed for the child's accommodations for success and participation.

CONFIDENTIALITY

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

STAFF QUALIFICATIONS

Caregivers are hired in compliance with the state requirements and qualifications as a base minimum. All our staff are required to have the following:

- Sixteen hours or more of continuing education per year in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, emergency preparedness, cultural and individual diversity, and professionalism.
- Child and adult First aid and CPR

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Authorized and Unauthorized Pick-Up

Your child will only be release to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an emergency and release contact to pick-up your child, you must notify us in advance, preferably in writing. Your child will not be released without prior authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy. Without a custody agreement, we are not able to prevent the release of your child to a parent. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally

impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an emergency and release contact pick up the child or we may call the police to prevent potential harm to your child. Re-occurring situations may result in the release of your child from the program.

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curricula and Assessment

Community Care and Learning Center uses the Creative Curriculum, complemented by other evidence-based curricula. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

Developmental Screening

To coincide with curriculum-based assessments, we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatments. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary provider and health, education and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian.

Outings and Trips

Weather permitting; we conduct at least thirty minutes of supervised outdoor play and/or walking trips around the neighborhood. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package. Please dress your child appropriately for the season and playing/walking outdoors. Walking shoes are a must.

Transitions

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. We love to celebrate each child's birthday! Please feel free to bring a treat for your child's special day.

PERSONAL BELONGINGS

What to Bring

- **PRESCHOOLERS:** at least one change of clothes. A crib sheet and blanket must be provided on Monday morning. The sheet and blanket will be sent home on Friday to be laundered.
- **AFTER SCHOOL CARE CHILDREN:** appropriate play clothes and comfortable shoes.

Please label all items brought from home with your child's name to prevent items from becoming misplaced or lost. The center is not responsible for lost or damaged items.

Cubbies

Upon enrollment each child will be assigned a "cubby" and/or hook for their personal belongings. Cubbies and hooks are labeled with your child's name. Please check your child's cubby or hook on a daily basis for items that need to be taken home.

Lost and Found

You can look for lost items and bring found items to the Lost-and-found box located by the front door. Please note that the center is not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity. We cannot be responsible for these objects. Also, conflicts often arise between children over sharing these items.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within five minutes, the family and police will be notified.

Fire Safety

The center is fully equipped with smoke alarms. Our fire evacuation plan is reviewed with the children and staff on a monthly basis. The alarm system is inspected annually by a professional company.

BOARD MEMBERS

A Board of Directors governs the Center. Monthly meetings of the Board and Directors are held to discuss issues concerning the Center. The Board is made up of the following members:

- Yvonne Frazier
- Debbie Davis
- Pam Uhl
- Teresa Taylor
- Tony Cooper
- Tim LaPierre
- Peter Hughes
- Kristin Derfinger

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment. This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the Community Care and Learning Center’s Family Handbook. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center directors for clarification of any policy, procedure or information contained in the handbook that I do not understand.

Recipient Signature

Date

Director Signature

Date