

# **Children Are Special Early Learning Center**

## **Family Handbook**

Summer Hours - Monday – Friday 6:45 A.M.-5:30 P.M.

School Year Hours – Monday – Friday 6:30 AM – 5:30 PM

<b>Provider Number:</b>	<b>286871</b>
<b>DSHS Phone Number</b>	<b>1-877-501-2233</b>
<b>Emergency Numbers:</b>	<b>Fire Dept. &amp; Police – 911</b>
	<b>Health Department – 766-7960</b>
	<b>Poison Prevention Center – 1-800-222-1222</b>
	<b>Child Protective Services – 1-866-363-4276</b>
<b>Hospital used for Emergencies</b>	<b>Samaritan Hospital</b>
	<b>801 E. Wheeler Rd.</b>
	<b>Moses Lake WA, 98837</b>
	<b>(509) 765-5606</b>

### **Welcome to Children Are Special**

Children Are Special provides quality care for the children through child-centered learning programs where children are nurtured and respected. We offer activities that cover a wide range of areas, including physical, social, emotional, and cognitive on a daily basis.

The center promotes the development of the whole child through developmentally appropriate activities and curriculum. Parents can be confident of the care their children receive as relationships are developed with our staff and other children in the center.

Through a team approach of open communication and cooperation between home and school, CASLC provides a great start for all children. Parents are welcome to visit at any time and are encouraged to spend time at the center with their child.

It is the policy of this child care center that no person shall be subjected to discrimination, humiliation, and isolation because of race, color, national origin, sex, age, religion, creed, marital status, disabled, or the presence of any physical, mental, or sensory handicap.

CASLC will accept any child whose needs can be met in the childcare setting provided that space is available in the program.

We are committed to nondiscrimination in all programs, services and activities.

## **Department of Early Learning License**

CASLC is licensed by the Washington State Department of Early Learning as a childcare center serving children age 1 month through 12 years of age with a capacity of 77 at one time. All aspects of the program are subject to DEL regulations, guidance and inspections per WAC 170-295.

## **Early Achievers**

CASLC participates in Early Achievers Washington States Quality Rating and Improvement System. Early Achievers is a voluntary program that provides resources to support each child's learning and development. For more information about Early Achievers, please visit the DEL website: <http://www.del.wa.gov/cae/gris>

## **Non Discrimination Policy**

It is the policy of this child care center that no person shall be subjected to discrimination, humiliation, and isolation because of race, color, national origin, sex, age, religion, creed, marital status, disabled, or the presence of any physical, mental, or sensory handicap. Children Are Special will accept any child whose needs can be met in the childcare setting provided that space is available in the program. We are committed to non-discrimination in all programs, services and activities.

## **Programs Available at Children Are Special**

We have several programs available at Children Are Special. We have 6 classrooms serving children 1 month of age to 13 years of age. Our infant room has a capacity of 4 infants and serves children 1– 12 months of age. We have two Toddler classrooms. Our Small Toddler classroom serves children 12-24 months and has a capacity of 11. Our Big Toddler classroom serves children 24-36 months of age and has a capacity of 14. We have 3 Preschool Classrooms serving children 30 months-5 years of age. Two of our Preschool Classrooms are for full time care and we have one Preschool classroom serving children on Tuesday, Wednesday and Thursdays from 9:00 AM to 12:00 PM. We accept both State Pay (DSHS) and private pay families.

# **Center Closures & Daily Schedule**

## **Center Closures**

New Year's Day (January 1<sup>st</sup>), Martin Luther King Jr. Day (Third Monday in January), Presidents Day (Third Monday in February), Memorial Day (Last Monday in May), Independence Day (July 4<sup>th</sup>), Labor Day (First Monday in September), Veterans Day (November 11<sup>th</sup>), Thanksgiving and the day after (Fourth Thursday in November), Christmas (December 25<sup>th</sup>). We will close at 12:00 P.M. on New Year's Eve and Christmas Eve. If the holiday is on a Sunday, the following Monday we will be closed. If the holiday is on a Saturday, the Friday before we will close.

We are also closed the week of Spring Break. We follow the Moses Lake School District Schedule. This week varies every year.

All other closures for trainings etc. will be communicated to you well in advance to give you plenty of time to make arrangements.

### **Weather Closures**

Center Closures or delays will only happen during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. We will attempt to notify you in these circumstances by phone. We will also let our local news and radio stations aware so that a public message can be sent.

### **Daily Schedule**

This information reflects the normal daily schedule at Children Are Special. The actual schedule may vary slightly. Any schedule changes affecting the care we provide for your child will be immediately communicated to you.

<b>From and to Time</b>	<b>Activity or Event</b>
<b>6:30-8:30</b>	<b>Center opens, greetings, free time</b>
<b>8:30-9:00</b>	<b>Breakfast</b>
<b>9:00-10:00</b>	<b>Circle time, songs, stories, etc.</b>
<b>10:00-11:30</b>	<b>Activity learning centers, crafts, outdoor play, short video</b>
<b>11:30-12:30</b>	<b>Lunch</b>
<b>12:30-1:00</b>	<b>Getting ready for rest</b>
<b>1:00-2:00</b>	<b>Quiet time (or nap period)</b>
<b>2:00-3:00</b>	<b>Christian Curriculum</b>
<b>3:00-3:30</b>	<b>Clean up for Snack</b>
<b>3:30-4:00</b>	<b>Snack</b>
<b>4:00-5:00</b>	<b>Activity learning centers, crafts, outdoor play, short video</b>
<b>5:00-5:30</b>	<b>Free time. outdoor play, clean up, center closes</b>

## **Family Services**

CASLC helps families assess their needs and provide them with the services needed to help all families in our program. We care not only for the children but also the entire families that we serve. We look forward to building strong trusting relationships with you as we build a strong connection with your child. CASLC can assist you with referral services to local agencies and help you when accessing community resources.

### **Parent Resource Center**

We have our parent resource center that is located next to the front door that includes many resources that may be beneficial for your family. We encourage you to look through them monthly as we are always adding and updating resources available.

### **Parent Bulletin Boards**

Located on the wall next to our front door is our Parent Bulletin Board. This is where you will find upcoming events and important information.

## **Family Involvement**

CASLC values family input and family involvement. Building relationships through active family involvement is very important for the success of all aspects of our program.

Family events, meetings and trainings will be planned on a regular basis. Both classroom and center-wide events will be implemented in order to create a family atmosphere. We look forward to your participation, as well as feedback. Notices will be sent home letting you know when these events, meetings and trainings will occur. The meetings will provide interesting information on a variety of helpful topics. We encourage parents to attend as your children always seem to be very happy when their parents participate in their schools' functions. Parent's participation assists in closing the achievement gap we sometimes see in children.

### **Commonly asked questions about Parent Involvement:**

#### **Q: Why should parents volunteer?**

**A:** Parents who volunteer in the classroom have a better understanding of the program's philosophy and what takes place on a day to day basis. You will gain insight as to what your child is learning and different teaching methods used to teach the skills. In addition, your presence in the classroom is always a treat for the children and demonstrates to the staff that parents are supportive of the child's learning environment.

#### **Q: Why does CASLC hold monthly meetings, trainings and events?**

**A:** CASLC holds meetings to give parents the opportunities to learn about topics that will assist them in providing their children with a healthy and safe environment, and to give them information needed to help in being part of their child's success. It also allows for your voice to be heard. Events take place so that you are given the opportunity to meet and build relationships with the other families in our center.

#### **Q: Why is it important to get involved with our Parent Teacher Administration Group (PTA)?**

**A:** CASLC holds monthly PTA meetings so that parents can get involved with collaboration on curriculum, field trips, events, and much more. We all know that we want the best for each and every child. The more parents we get the more ideas we have. This is your chance to hear about upcoming events and help us to make them a success. We highly encourage you to come to our meetings.

## **Parent Teacher Conferences**

Parent-Teacher conferences allow for the sharing of information that provides for a strong foundation of support for the children. These P/T Conferences are not required but are highly encouraged to help support your child's success.

## **CASLC PTA**

CASLC PTA is a voluntary group of parents, lead teachers and management. This group provides us input and suggestions to help us better serve our customers and more importantly the children in our care. CASLC PTA meets the first Monday of every month. We do not meet during summer months, June, July & August or in January.

### **Open Door Policy**

CASLC has an open door policy for custodial parents and legal guardians of children who are enrolled in the program. Authorized family members are welcome to visit without advanced notice at any time. Families are encouraged to join activities in the classroom or to observe the children whenever possible. When participating in the classroom, parents/guardians are encouraged to assist the teaching team by supporting classroom policies, procedures and learning experiences.

### **Parent Newsletters and Menus**

All children enrolled are highly encouraged to give us an email address. Monthly we will send home a newsletter and the menus for the month. You can also get a copy of the newsletter for the month on the front desk. Our weekly menu is posted in the lobby on the Menu Bulletin Board.

### **Changes to Family Information**

Any change in circumstance, new address, change of employment status, new phone number, payment information, etc., should be reported to the director immediately. Remember if an emergency does arise, we need current telephone numbers to be able to contact you.

## **Enrollment Procedure & Transition Policies**

### **Moving in, Moving up and moving on**

#### **Child Care Enrollment**

Admission to CASLC is open to all children aged 1 month to twelve years of age. If at any time during the first two weeks of enrollment if you do not feel comfortable with our services you can terminate care without any further financial obligation to continue care of your child.

#### **Childcare Enrollment: Step 1 – Check Availability – Interview and Tour**

If you are interested in enrolling your child in our program please call to see if openings are available. If there are no openings available, please add your name to the waiting list located at [www.childrenspecial.com](http://www.childrenspecial.com). We will contact you as soon as openings become available.

I strongly recommend that parents visit our childcare center prior to enrolling. It's almost impossible to tell if a program is right for your child without seeing it in person. You **do not** need an appointment to tour our center. We are willing to give tours any time during the day that we are open.

It is recommended that you schedule a time so we can discuss your child's specific needs and review important information about the program. Feel free to bring your child with you so he or she can meet the other children and see what fun things they are doing here. During this time you will be given the Parent Handbook, see a copy of our Daily Schedule and other materials to help you decide if our program is right for you.

#### **Child Care Enrollment Step 2 – Submit Required Paper Work and Pay Registration Fee**

Complete your child's enrollment by submitting the proper enrollment forms and pay the \$50.00 registration fee. The following is a list of all required paper work

- Registration Form
- Enrollment/Income Eligibility Application
- Immunization Record Form
- Price List
- Guidelines
- Out-of-Area Contact Information

Finally, be sure to take time to read through and become familiar with the program policies contained in the Parent Handbook, Health Care Policies and Disaster Policies. All of these Policies can be found on our website [www.childrenspeical.com](http://www.childrenspeical.com).

## **Transitions**

Transitions are times when children move between and adapt to different spaces or places and with different people, experiences, expectations and routines. The term encompasses regular transitions across a day and those that occur at significant times in children's lives such as starting in an education and care service or starting full-time school.

Children may experience a range of transitions including:

- Going from home to an Early Childhood Education Program like ours
- Moving from one age grouping or room to another
- Starting at a new Early Childhood Education service provider
- Leaving our program and starting full-time school

### **Transition from home to early learning setting policy**

For many children starting for the first time in an early learning environment is easy and little difficulties occur. However for others the transition is more difficult. If your child has a hard time being dropped off on his/her first day we will call you and let you know how he/she is doing. In these situations it is usually best to start slowly. Only leaving them in our care on the first couple of days for no more than 2 hours. Once they get used to the drop off and pick up procedure they usually are comforted. Depending on how the child does will determine if the child can start his/her regular schedule or if we should only increase by another couple of hours before starting full time. We will communicate with you and your child's best interest will be what if focused on when making sure the transition plan fits his/her needs.

### **Transition to a new age group or room policy**

We will first consult with the family of the child who will be moving classrooms. We will ask for their opinions and or requests. Our policies related to room or group changes are based on children's best interests and not merely on children's age. If children have a hard time moving to a different classroom we will let them visit their old room or group and do a slower transition. This would mean that the child would spend short amounts of time in the classroom to get used to the children and educators before moving up full time. We will be in constant communication with you as to how your child is adapting to his/her new classroom.

### **Transition to school practices**

We will let you know when the Moses Lake School District has their Kindergarten Orientation night and make sure you have all the necessary paper work so that it can be filled out in advance. As a center we will put together a portfolio with some of your children's work and his or her Teaching Strategies Gold formal assessments. This will help your child's Kindergarten teacher get to know them better and be able to see what he/she has been doing while in our care. In order for us to give this information to your child's teacher you will need to fill out a consent form allowing us to share this information with your child's future school.

## **Education & Assessment Services**

### **Curriculum: Creative Curriculum**

We are dedicated to helping all children succeed! We understand that the most critical time of a child's life is from birth to age five. We want to ensure that we support each child academically as well as their social/emotional development. To accomplish this, we are using Creative Curriculum which teachers use as their main resource to individualize instruction and create meaningful small group activities. We follow the child's lead and allow for the children to learn through play based curriculum. Creative Curriculum also helps teachers make sure children are being exposed to all areas of development by encouraging the use of hands-on learning opportunities in the following areas: social/emotional, physical, language, math, and cognitive. By using the same curriculum for all age groups in our program (infants, toddlers, and preschoolers), information about a child can be passed along as a child transitions from our infant room all the way through the pre-school classroom. Our teachers facilitate learning in our supportive, intellectually stimulating environment where children can explore and learn from our different interest areas such as dramatic play, science center, creative art, block center, and reading center. Teachers set up these learning centers based on children's needs and interests. Each day we have structured and unstructured learning activities, for example, on a typical day we could have a group activity where children learn about buildings and how they are made followed by a small group activity where the children get to build their own buildings using toilet paper rolls.

### **Assessment Tool: Teaching Strategies Gold Assessment Portfolio**

The Teaching Strategies Gold Assessment system measures the knowledge, skills, and behaviors that are most predictive of school success. The tool has 38 objectives. Thirty six objectives are organized into nine areas of development and learning. The first four are major areas of child development: social-emotional, physical, language and cognitive. The content learning that is usually identified in early learning standards is organized into the following five areas literacy, mathematics, science and technology, social studies and the arts. The objectives in the tenth area, English Language Acquisition, help teachers follow a child's progress in acquiring receptive and expressive skills in English if needed.

### **Christian Education**

CASLC teaches a Christian Curriculum in the afternoons. It is our mission to teach children about the character of God, how he cares for them, and how he asks us to live and show his light. To do this children will be read stories, sing songs, learn bible verses, and create art.

## Staff Qualifications & Confidentiality

### Qualifications and Training Completed by Lead Staff

- 30 Hour STARS Training
- 10 Hour of STARS training every year after
- DEL Background Check
- CPR/First Aid
- Food Handlers Card
- Center Orientation
- Child Abuse and Neglect Training
- Blood borne Pathogen Training
- High School Diploma or GED – Early Childhood Education Credits are highly encouraged
- Drug Testing

### Confidentiality

Information regarding children and families enrolled in the program will be maintained in a confidential manner. No information will be given out to unauthorized people without the permission of the child's parent or guardian.

## Important things you should know as a parent

### Cancellation of Services

CASLC requires written notification with a minimum of two weeks in advance of a change in a child's enrollment schedule or to withdraw a child from care.

### Tuition and Rates Rates Beginning September 1, 2016

AGE	PRICE	RATIO	CLASS SIZE
1 month - 12 months (Infants)	805.00/month	1:4	4
12 months - 24 months (Toddlers)	\$750.00/month	1:7	12
24 months – 36 months	\$725.00/month	1:7	14
Preschool 30 months – 5 years	\$700.00/month	1:10	19
School Age Full Time	\$650.00/month	1:15	19
School Age During the School Year	\$350.00/month	1:15	19
School Age Before School Only	\$270.00/month	1:15	19
School Age After School Only	\$270.00/month	1:15	19
School Age Transportation	\$65.00 per family		
Activity Fee for Private Paying families & DSHS (will include Soccer Tot Program)	\$20.00 month ages 1 year & Up		
Annual Registration Fee (upon registration and every January)	\$50.00 per child		
Preschool (T, W, & Th) 9:00-12:00	\$205.00 per month	1:10	10

## **Billing for services**

CASLC will issue invoices on a monthly basis. Invoices include charges for childcare scheduled for the upcoming month as well as any additional charges incurred since the previous billing date (overtime fees, late payment fees, activity fees). Electronic invoices are sent to families via email address listed in our Pro Care Software.

Payments are due in full by the end of the month unless other arrangements have been made at the front desk. If accounts are not paid in full by the 1<sup>st</sup> of the following month a \$35.00 late fee will be assessed. Families that have not paid their childcare account by the 5<sup>th</sup> of the month will need to make payment arrangements or child care services will be terminated. Accounts that are 90 days past will be transferred to Central Bonded Collectors for collection. All NSF Checks will be charged a \$35.00 fee.

Payments may be made by cash, check, money orders, credit card, ACH recurring payments, online payments or you can pay at check-in. If at any time you need account information please see someone at the front desk and they can assist you.

### **Working Child Care Connection: Subsidized Child Care**

Child Care subsidy may be available through Working Child Care Connection for parents who are low income or who have extenuation financial circumstances. Subsidized child care arrangements must be made with WCCC by the parent/guardian. Families must provide us with written verification from WCCC that a child qualifies for subsidized care in order to avoid being billed the standard monthly rate. To contact DSHS call 1-877-501-2233.

All families on DSHS will be charged out a monthly co-payment and all children 1 year old and older will also be charged out a \$20.00 activity fee that will be used for our Sports Enrichment class offered weekly. School-Age children will not be billed for this activity fee during the school year, however they will be billed for this service during the summer.

## **Parking Information**

When parked in our parking lot, please be sure the engine of your vehicle is turned off even in cold weather. Please remember that children under the age of 12 may never be left unattended in a motor vehicle. Please bring all your children into the center when picking up or dropping off a child enrolled in our center. Children must be supervised at all times and may not be left alone at our center.

## **Car Safety Seats Required**

The State of Washington requires that car seats be used for young children. For the safety of the children, please be sure to comply with Washington State's safety seat and seat belt laws at all times. For more information about these requirements and laws visit: <http://www.800bucklup.org/laws/>

## **Arrival and Departure/Sign-in and Sign-out**

Parents are responsible to sign their child in and out daily. Licensing laws require that the parent's legal signature be used when signing a child in and out of care.

As you enter into the building there will be an electronic sign-in sign-out machine that requires a fingerprint to start the process. All persons who are authorized to sign in and out children will be required to register in the system using his/her fingerprints. Please do not forget to sign your full signature when signing in and out.

No child will be allowed to be dropped off between the hours of 12:00 PM and 3:00 PM. This is our quiet time at our center and want to limit the amount of disruptions so that the children can get the rest they need.

If you are dropping off your child after 10:00 AM you will need to call the center and let them know. If you do not call the center and come in after 10:00 AM there may be a possibility that there will not be space available for your child. Please be sure and call.

Once you get your child signed in, it is your responsibility to take your child to his/her classroom. Make sure that the child's teacher knows that your child has been dropped off for the day. **PLEASE DO NOT ALLOW YOUR CHILD TO WALK TO HIS/HER CLASSROOM ALONE.** Sometimes your child's class may be in a different area, (field trip, recess, in another classroom). To make sure they have proper supervision it is required that you let your child's teacher know that he/she is here for the day.

### **Daily Health Check**

When your child arrives at the center each day a quick daily health check is conducted and documented. This help us as teachers communicate through notes about each child. If you have any questions about our Daily Health Checks please feel free to speak to a teacher or director.

### **Field Trips**

The infant and toddler class has a group stroller available for walking field trips. The preschool and school-age classes take a number of field trips. When we go on field trips our center vans will be used. We use booster seats on the all seats that have shoulder seat belts. No booster seat is used when only a lap belt is provided. We post when and where we will be going and make sure you are aware of the trip.

If you do not want your child going on all field trips please see the center director and give clarification. A note will be kept in your child's file and he/she will not be allowed to participate in any of the field trips unless pre-authorized by you the parent/guardian.

### **Late Pick Up**

If an authorized person does not arrive to pick up a child by 5:30 PM. CASLC staff will call the parent/guardian. If a parent /guardian cannot be located, emergency contacts will be called. If CASLC is unable to contact an authorized pick-up person by 5:45 CASLC staff will call the Moses Lake Police Department. MLPD will determine how to locate parents/guardians and whether to contact Child Protective Services.

Remember that there is a \$1.00 per minute/per child late fee if you arrive to pick up your child after 5:30 PM.

**Absence from the Center**

If a child will be absent on a day when he/she usually attends CASLC, please inform us via phone call or email message ([childrenspecial2004@gmail.com](mailto:childrenspecial2004@gmail.com)). Tuition credits or refunds are not issued when a child is absent.

**Release of Children**

Children will be released to documented (legal) parent/guardians unless a valid court document has been provided to CASLC limiting custodial rights (current restraining order, sole custody degree, divorce document stating custody arrangements, etc.). If there is an issue regarding the release of a child to a parent/legal guardian, staff member will provide assistance – however, staff are required to release a child to an authorized parent/guardian unless a court document prohibits such action. Non-custodial parents may visit a child at the center and/or pick-up a child from the center only in accordance with a parenting plan or court order presented to CASLC. In addition to parents/guardians, teachers are only authorized to release children to persons listed on registration forms. If unknown to our staff, photo ID will be required of an authorized pick-up person.

If a person picking up a child appears to be under the influence of alcohol or seem to be impaired, CASLC staff will attempt to delay the departure of the person while another authorized pickup person is located. Staff is required to notify the police concerning the driver's potential condition. Staff will provide information to local law enforcement that would be helpful for police to locate the vehicle.

**School Age Children who walk or ride the CASLC van**

Parents/guardians of children who ride the van to the center for afternoon or after school care are REQUIRED to call the center (509-764-8536) on the day when a child will NOT be riding the van or walking to the center from school. If a child is missing at the designated van stop without prior arrangement, a staff member will immediately call parents/guardians and the child's school to determine the location and safety of the child.

**Diaper Changes/Toilet Training**

On a typical day your child will be changed four times on a schedule, unless your child has a bowel movement then the child will be changed again at that time. Diapers are to be provided by the families. Please make sure that all items are marked with your child's full name. You may bring diaper and wipes in bulk and the center will notify you when they are running low. If at any time you run out of diapers we will attempt to call you so that you may supply them. If you are unable to supply them a \$1.00 per diaper fee will be added to your account.

Toilet training will be initiated when the parent feels the child is ready, such as going to and showing interest in the toilet, the child does not like a soiled diaper on, or longer times between wet diapers. CASLC staff will consult with the parent regarding beginning your child for toilet training and start a routine of taking the child to the restroom several times per day and using positive reinforcement.

### **Special Needs**

Children Are Special will accept any child whose needs can be met in the childcare setting provided that space is available in the program.

### **Outdoor Play**

Children will have the opportunity for outdoor play each day. The Center Director or designated staff will determine if the weather is appropriate for play. Outdoor play gives children opportunity for gross motor development.

### **Pesticide Policy**

Children Are Special will spray the center and playgrounds regularly to ensure that all the premises are free of insects that could harm persons on the premises. A notice will be posted two days prior to the pesticide application. All applications are scheduled for a Friday afternoon after persons have left the premises. This schedule eliminates all persons from possible exposure.

### **Special Events/ Birthday Celebrations/ Holidays/ Family Traditions**

Classrooms will handle special events and birthday celebrations in low-key ways that are appropriate and respectful for the children in each group. Families and staff may provide food for celebrations. However, all food needs to be store bought and nothing can be made at the home. The CASLC community acknowledges the importance of celebrations and rituals in the lives of children. Celebrations can encourage a sense of community and friendship as long as they reflect and understanding of the developmental levels of the children involved. Children enjoy sharing their family and cultural traditions in the classroom and we hope that families will be a part of the celebrations that are created throughout the year.

### **Nap & Rest Time**

CASLC offers a supervised nap/rest period to all children 5 years of age or younger who are in care for more than 6 hours or those who show a need for rest.

#### **SIDS Prevention: Back to Sleep**

All infants will be placed on their backs to sleep in compliance with Safe Sleep guidelines. In order for infants to be placed in any position for sleeping, written instructions are required from the child's health care provider. The information from the health care provider must specifically state the position in which a child is to be laid down and indicate the reason for the specific position. The documentation must include the date as well as signatures of at least one parent and the health care provider.

- **No quilts, stuffed animals, pillows, crib bumpers, or other potentially harmful items will be allowed in the child's crib.**
- **All infants will be provided with a safe sleep sack for infants to use instead of blanket**

### **Infant – Back to Sleep**

We will always put infants to sleep on their backs to reduce the risk of SIDS unless you have a written note in the infant's file from both the parent and the infant's health care provider requesting another sleeping position. A fitted crib sheet will be used in your child's crib but no other blankets will be allowed. Layering your infants clothing or providing us with a sleep sack would be appropriate. Once infants are able to turn

over, we will continue to place them on their back to sleep. If they choose to roll over and sleep on their stomach's we will not wake them to return them to their back. If you have any questions regarding Safe Sleep for infants please grab a brochure from our resource center or talk to your child's teacher or center director. When children fall asleep in a bouncer or swing they are immediately moved to his/her crib.

## Nutrition

### USDA Child Food Program

CASLC participates in the USDA Child and Adult Care Food Program (CACFP). Menus are developed on a 5 week rotating menu and posted in the lobby, kitchen and classrooms. Families who have current email addresses will receive a copy of our menu at the beginning of every month. Each family attending must fill out an Enrollment Income Eligibility form at the time of registration and on an annual basis. The information provided to CASLC is confidential.

For a child who has a food allergy, a food allergy/intolerance form must be completed by the child's health care provider. This form provides CASLC with information regarding food that can be safely substituted for and offending food. Meals are served family style so that children receive initial portions and then can ask for more if they are still hungry. Children are encouraged to serve themselves if they are able to do so. While children are encouraged to try various foods served, they are not required to eat anything they choose not to eat. CASLC requires the following food to be served to ensure nutritional options are available.

Breakfast 8:15-8:45 A.M.	Lunch 11:00 A.M. -12:30 P.M.	Afternoon Snack 3:00 P.M. – 4:30 P.M
<ul style="list-style-type: none"> <li>• Milk</li> <li>• Fruit or Vegetable</li> <li>• Grain/Bread</li> </ul>	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Meat or Meat Alternate</li> <li>• 2 Vegetables, or 1 vegetable &amp; 1 fruit, or 2 fruit</li> <li>• Grain/Bread</li> </ul>	2 of the following: <ul style="list-style-type: none"> <li>• Milk</li> <li>• Vegetable</li> <li>• Juice or fruit</li> <li>• Grain/Bread</li> <li>• Meat or meat alternate</li> </ul>

### Allergies, Restrictions and Intolerances

A food allergy/intolerance form and Individual Health Plan (IHP) must be completed and signed by a child's health care provider for food allergies and food intolerances. **For each child with any type of an allergy, a picture will be posted in the classroom in a location that is discreet but available to classroom teachers. Along with the child's photo, a description of the allergy/intolerance will be listed.** In addition, each child's Individual Health and Emergency Plan will be readily available to the teaching team. Parents are responsible to:

- **Advise CASLC of a child's food allergy or food intolerance and provide the required documentation from a health care provider.**
- **Keep family emergency contact information up to date**
- **Provide the classroom teacher with any medication indicated by the health care professional.**
- **Periodically check expiration dates of medication and injectors and replace as needed.**

- Provide substitute meals and snacks for the child, if agreed upon.
- On a yearly basis, update the food allergy/intolerance form and emergency plan form.

### **Breast Feeding/Bottle Feeding/Infant Food**

If a mother wishes to continue breast-feeding her child, the center will make every effort to assist and support her. Please ask the Director if you have any questions related to the appropriate handling of breast milk and proper protocols.

If you do not breast feed you will be required to provide formula for your child. Our staff will prepare a bottle, or you may bring in bottles already prepared for you child for the day. We will hold and feed your child. We do not prop bottles.

Parents are responsible for providing all food for their infants. All food must be labeled and dated.

## **Discipline/Redirection**

### **Disciplinary Policy**

Discipline will be individualized and consistent for each child. It shall be appropriate to each child's level of understanding and be directed toward teaching the child acceptable behavior and self-control.

- Physical punishment shall not be administered to children
- Staff shall not shame, humiliate, frighten, isolate, physically or mentally harm a child, or label them negatively
- Discipline shall not be associated with food, rest, or illness
- The length of time a child is placed in time-out shall not exceed one minute per year of the child's age
- The following activities or threats of such activities are inappropriate as disciplinary measures and shall not be used for children; these include but are not limited to: Abusive language, isolation without supervision, inflicting physical pain and forced physical activity.

It is the philosophy of Children Are Special to provide positive discipline to Children. These are suggestions to be used by staff: redirection, a quiet (private) talk, direct praise, indirect praise, role modeling etc.

If a child displays continual inappropriate behaviors and the behaviors persist beyond what is considered reasonable after intervention strategies have been implemented, CASLC administrative staff will provide guidance and direction in consultation with the classroom teaching team and the child's parents/guardians. In the case that a child is causing harm to equipment, other children or staff, we will implement a 3 strike rule.

- Strike 1 – A call will be made to the parent/guardian and the child will have to be picked up and suspended for 1 day & an incident form will be filled out
- Strike 2 – A call will be made to the parent/guardian and the child will have to be picked up and suspended for 3 day & an incident form will be filled out
- Strike 3 - A call will be made to the parent/guardian and the child will have to be picked up and terminated from care

**The use of physical restraint at CASLC** will be limited to what is reasonable and necessary to:

1. Remove a child who is engaging in behavior that seriously hurts or threatens another person, seriously hurts him/herself, or is destroying property or objects belonging to another person.
2. Protect persons on premises from physical danger.
3. Obtain possession of a weapon or other dangerous object.
4. Protect property from serious damage.

### **Biting Policy**

Biting is quite common among young children. It happens for different reasons with different children and under different circumstances. Understanding the reason for a child's biting is the first step to changing his or her behavior.

When biting happens here, our staff try their best to prevent it, but often the children are too quick and the damage is done. When this happens we are all concerned- the parents of the child who has been bitten, the parents of the biter, the children and the staff.

We can all work together to understand the reason for the biting and take measures to prevent the behavior from happening again. Some of the reasons that a child might bite include teething, experimentation, attention, imitation, independence, frustration, and stress. When biting occurs in the classroom, both the biter and the child who has been bitten will receive incident/accident reports. We will use these reports to determine the cause of the biting and determine methods of preventing the biting from happening again.

In more extreme cases we may ask that a child be removed from our care to insure the safety of the other children.

## **Health and Safety**

Staff members will provide first aid, as appropriate, and document all illnesses, accidents, and injuries occurring at the center. Parents will be notified of each incident in a timely way depending on the severity or urgency of the situation. If the staff believes that a child needs emergency medical evaluation or care beyond basic first aid, the appropriate steps will be taken to secure such care for the child.

**These steps include, but are not limited to:**

- **Immediately summon emergency medical assistance by calling 9-1-1.** If a child must be transported to a medical facility, as deemed appropriate by emergency medical service technicians, a staff member familiar to the child will remain with the child until a parent or authorized person takes responsibility for the child at the medical facility.
- **Summon parents/guardians** or other authorized emergency contacts as quickly as possible.

**PLEASE MAKE SURE EMERGENCY CONTACT INFORMATION PROVIDED TO CHILDREN ARE SPECIAL LEARNING CENTER IS CORRECT AND KEPT CURRENT AT ALL TIMES.**

## **Washing Hands**

Prevention of illness is the most effective strategy and washing hands is one of the most effective techniques for children to learn. Teachers will help children wash their hands several times per day, as per the protocol established by the Health Department. CASLC encourages parents to help their children follow hand washing protocol at home, as well as at the center. According to Washington State child care laws, children must wash their hands with soap and warm water at several intervals during the day, including:

- **On arrival at the center**
- **After using the toilet**
- **After the child is diapered**
- **After outdoor play**
- **After playing with animals**
- **After touching body fluids (such as blood or after nose blowing or sneezing)**
- **Before and after the child eats or participates in food activities.**

## **Illness in Children**

Children in a group setting are inevitably exposed to germs carrying disease and illness. CASLC cannot completely prevent the spread of illness, however, measures will be taken to reduce the spread of disease whenever possible. This includes requesting that children exhibiting signs or symptoms of illness remain at home. When sick children come to the center, they jeopardize the health of others at the center. Despite attempts to prevent children who are sick from attending, people in child care settings are likely to be exposed to germs and illness. If a child is ill upon arrival, the parent will be asked to take the child home. If a child becomes ill while at the center, teachers will notify parents of the illness and ask for the child to be picked up. If parents are not reachable or will not be able to pick up the sick child within the hour, teachers may contact emergency pick-up individuals designated in the child's records. Families must inform CASLC if their child contracts a communicable disease or develops a parasitic condition. Notices will be posted in appropriate classrooms to inform other families of potential exposure.

Please keep your child home if he/she has the following symptoms;

- 1) Deep, hacking cough or severe congestion
- 2) Earache
- 3) Severe drainage from wounds, nose, eyes, ears
- 4) Severe pain or discomfort in joints, ears, or abdomen
- 5) Acute diarrhea, three times within 24 hours
- 6) Two or more episodes of vomiting within 24 hours
- 7) Temperature of 100 degrees F or more
- 8) Red eyes with discharge
- 9) Head Lice
- 10) Difficult rapid breathing
- 11) Blood or pus from ear, skin, urine or stool
- 12) Infected untreated skin patches or lesions

Children cannot participate well in group situations when they are ill. It is also unfair to the other children and teaching staff who are exposed to the illness and/or communicable disease. If your child is at the center and becomes ill, you will be notified to pick up your child as soon as possible. If we are unable to reach you, we will contact the person whom you have identified as your emergency contact.

### **Reportable Diseases**

Children who have a reportable disease may not be at child care until you have a written document from a health care provider and we have been notified by the Local Health Department stating that the child can attend child care.

Campylobacteriosis (Campy)	E Coli 0157:H7	Hemophilus Influenza Type B (Hib)
Kawasaki Syndrome	Meningitis	Mumps
Polio	Reyes Syndrome	Rubella (German or 3 day measles)
Rubella (10 day measles)	Tetanus	Typhoid Fever
Diphtheria	Giardiasis	Hepatitis
Listeriosis	Meningococcal Disease	Pertussis
Whooping Cough	Rheumatic Fever	Salmonellosis
Shigellosis	Tuberculosis (TB)	Yersiniosis

### **Medication Policy**

If medications are required by the ADA for a chronic illness, the parent must provide training and written instructions to caregivers on the proper administration of the medications or treatment required for the child. We will not give medications outside of those required by the ADA.

### **Emergency and Disaster Plan**

The Emergency and Disaster Plan is available for review at the front desk and our website at [childrenspecial.com](http://childrenspecial.com)

DEL requires that parents/guardians of enrolled children at CASCL sign a statement indicating that they have read the Emergency and Disaster Plan. If there are questions about any of the emergency procedures, a CASLC administrator can provide clarification.

### **Child Abuse and Neglect**

Employees at CASLC are mandated reporters for child abuse and neglect and are required to report situations as outlined by law. These situations include:

- A death or a serious injury or illness that requires medical treatment or hospitalization of a child in care.
- Any instance where there is reason to suspect the occurrence of physical, sexual, or emotional abuse or child neglect, child endangerment, or child exploitation.
- Any instance of immediate danger to a child.
- CASLC staff are required to cooperate with authorities regarding the protection of children on any investigation related to the welfare of a child

### **Fish Policy**

In several of our classrooms we have pet fish. The Fish Policy is located on our Parent Bulletin Board. Please read the policy as the type and kinds of fish change frequently.

**Items to bring for your child**

- Please provide a complete change of clothes (weather appropriate) to leave at the center for your child. Please make sure these are play clothes as children play/work hard and should not worry about getting clothing dirty.
- In cold weather, please make sure children have jackets/coats, hats, boots, and mittens/gloves.
- In sunny weather, please provide a hat labeled with your child's name for wearing outdoors. Also, remember to send sunscreen and complete the sunscreen authorization form.
- For summer water play, please provide a towel and bathing suit and, if desired, water shoes.
- Please provide sheets and a blanket for rest time. Please take bedding home at the end of the week and return the following Monday.
- Please provide diapers and wipes for children who need them. Also, bring diaper ointment, if needed, and make sure the diaper ointment authorization form is completed.
- Please LABEL ALL items brought to CASLC for your child including clothing, bedding, diaper packages, baby wipes, pacifiers, bottles, and any other personal belongings.
- In case of emergencies, CASLC will provide children with extra clothes to wear. If your child goes home in CASLC clothing, please wash and return the items to the center.

**CASLC is not responsible for lost clothing or other lost personal items brought to the center**

**Parent Acknowledgement Form**

**I ACKNOWLEDGE RECEIPT OF:**

- **The Children Are Special Parent Handbook**
- **Health Care Policies – Located in the office, classrooms and online at [www.childrenspecial.com](http://www.childrenspecial.com)**
- **Disaster Drill Policies - Located in the office, classrooms and online at [www.childrenspecial.com](http://www.childrenspecial.com)**
- **Fish Policy – Located on the Parent Bulletin Board**

**I do not agree or consent to the following:**

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**Parent Name:** \_\_\_\_\_

**Child (ren) Name(s):** \_\_\_\_\_

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**Parent Signature**

**Date**

## **Children Are Special Learning Center Field Trip Permission Form**

Dear Parents,

This permission slip will cover all of the field trips our teachers and students take during the year. With this field trip form, we will not need to ask you every time for a separate permission slip. Specific dates and times of the events will be posted and messages will be made through our sign-in/sign-out computer system.

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Phone Number where Parent can be reached: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Medical Concerns:

Allergies:

I give permission for my son(s) and/or daughter(s) to go on field trips during the 2016-2017 school year. I understand that for all trips my children will be walking and/or riding the Children Are Special transportation vehicles. The dates of the trips will be posted to messages on the sign-in/out computer.

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Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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