

CHILD DEVELOPMENT CENTER PARENT HANDBOOK

Table of Contents

Philosophy	1
Objectives	2
Eligibility	2
Hours	2
Attendance.....	2
Billing Procedure	3
Nutrition, Snacks, and Lunch	4
Curriculum and Program	4
Discipline Policy	5
Immunizations and Illness	5
Exemption from Immunization	6
Medication	6
Parental Responsibilities.....	6
Birthdays.....	7
Toys.....	7
Nap Time/Rest Time	7
Dress	8
Cubbies and Parent Information.....	8
Infant Daily Schedule	9
Toddler Daily Schedule (12-24 Months)	10
Older Toddler Daily Schedule (24-36 Months)	10
Pre-School Daily Schedule	11
School Age Schedule	12

Barton County Community College provides childcare for children infant to twelve years of age. The center is licensed by the State of Kansas and continually maintains those standards of licensing. Additionally, the Child Care and North Central accredit Guidance Program and BCCC.

PHILOSOPHY

The Child Development Center is a comprehensive day care program. The program is based on the philosophy that children can learn the skills necessary for success in school and life, which each child learns at his/her own rate, and that success in learning will develop the child's self-image.

Our Center is based on the assumption that growth is a sequential and orderly process and that children do indeed pass through stages of development, which occur, in predictable sequence in the physical, affective and cognitive growth domains. Our responsibility is to assist the child in growing to their fullest potential by recognizing each stage of development and then preparing the curriculum to achieve the goal.

OBJECTIVES

- To provide a climate for children to discover themselves and the world around them.
- To provide developmentally appropriate activities that will aid in the three areas of child development: cognitive, affective, physical.
- To provide quality care to children whose parent(s) are students and/or employees at Barton County Community College and community members.
- To provide a lab experience for students in the Child Care and Guidance Program and Early Childhood Elementary Education majors.

ELIGIBILITY

- Any child between two weeks and 12 years of age, whose parent(s) are employed or enrolled at BCCC or work in the public are welcomed.
- A balanced mix of student and employee and community childcare needs will be maintained.

HOURS

In the fall and spring semesters hours are from 7:00 a.m. until 6:00 p.m. Monday through Friday. Evening care is available only with an adequate number of children and when offered is only available until 10:15 p.m. The Center will be equipped for lunches and naptime. Nutritional lunches and snacks will be served. The Center will be open when the college offices are open.

ATTENDANCE

The services of BCCC Child Development Center are provided to parents during scheduled hours. Additional time will only be provided at the discretion of the director or the child's teacher due to Center licensing capacity, staffing considerations and safety concerns. Credit will be given for the first absence in a month, but only if the Center staff was notified in advance of the absence. Parents must notify the Center at the earliest possible time of an absence. Parents will be charged for any absences within that month even if the Center is notified. An excessive number of absences may also result in the child being dropped from the roll.

If, after a reasonable period of time, it is found that a child is unable to adjust to the Center, the Center reserves the right to request withdrawal of the child. This decision is left to the discretion of the Director and staff.

BILLING PROCEDURE

The Child Development Center has block rate for childcare. Examples of the block rate structure are given below:

Child Care Fees Breakdown			
		Student	College Employee
Infant	Full day	\$24.75	\$25.75
Toddler	Full day	\$21.50	\$22.30
Preschool	Full day	\$20.20	\$21.00
After school	3 hour	\$9.00	\$9.25
School-age Summer	half day	\$21.10	\$20.85
Transportation fee: \$2.00 per trip for after school age children			
Preschool (Mid-morning) Transportation Fee: \$3.00 per trip			
Additional child discount			
Each child 5%			

There is a \$ 15.00 registration fee per child, which must be paid when pre-enrolling a child in the Child Development Center. The fee is non-refundable. The fee is an additional fee for insurance, license and supplies.

The billing cycle will run from the 1st-31st of each month. Bills are issued at the beginning of each month and then due ten days later. Arrangements will be made on an individual basis with parents receiving financial aid. If you will be receiving financial aid, please discuss this with the Director. An account that falls behind for two months will require the director to ask the family not to return until payment is made in full.

Each child will receive 5 days of vacation a year that will need to be taken consecutively. If parents notify the Center of vacation days two weeks in advance these days will not be billed. If there is failure to do so, you will be billed according to your scheduled times.

Each child will receive six "sick days" in a year which will not be charged to your account, after those are used, parents will be charged for any other sick day. For children entering into care throughout the year the sick days will be prorated.

During the summer, holidays that the Center is open, and school breaks, if you choose to not bring your child, you will be charged for 5 days a week in order to hold your child's spot in the classroom.

Bills can be figured for the entire semester if parents wish to pay for it all at one time. If a parent chooses this option he/she must let the Director know prior to September 1 (for the fall semester), February 1 (for the spring semester), and June 1 (for the summer semester).

Parents are responsible for paying fees on time. A late fee of \$10.00 will be added to bills not paid by the due date unless arrangements have been made with the Director to insure that the bills will be paid within a reasonable time frame.

Parents have 15 minutes after their scheduled time (during the regular work day-not after the closing time) to pick up their child (ren). Failure to pick a child (ren) up within this time frame will result in an overtime charge (\$1 for every minute) being added to the parent's next monthly bill. This overtime fee will also apply to children who are not picked up at or before Center closing time (6:00 p.m. for the day program, 10:15 p.m. for the evening program).

NUTRITION, SNACKS, and LUNCH

Breakfast and snacks will be prepared in the Center. Lunch will be provided through the student Union food service (except during the summer).

Breakfast shall include:

1. A fruit, vegetable, or full strength fruit or vegetable juice;
2. Bread, bread product or cereal;
3. Milk

Lunch shall include one item from each of the following:

1. Meat, poultry, fish, egg, cheese, cooked dried peas or beans, peanut butter
2. Two vegetables, two fruits or one vegetable and one fruit;
3. Bread, bread product or cereal; and
4. Milk

Snacks shall include at least two of the following:

1. Milk, milk product or food made with milk
2. Fruit, vegetable or full strength fruit or vegetable juice
3. Meat or a meat alternate; or
4. Bread, or bread product or cereal

Inform us of any allergies. Menus will be posted. Parents may need to provide for children who have diet restrictions. Staff will sit with children at the table in small groups, and socialization will be encouraged. Children will be allowed to pour their own drinks, serve themselves as able, help with preparation and serving when age appropriate. This is to be as much of the learning process as the rest of the curriculum. It is the intent of the Center to serve nutritious, fresh and often creative selections on the menu. No child will be forced to eat, but positive modeling and encouragement will be used.

Meals are included in fees. There is no additional cost. All children attending may eat. A child would not be required to sit and watch the other children eat while waiting for a parent.

CURRICULUM AND PROGRAM

The curriculum will enhance the learning environment provided for the child. The activities and programming will be flexible, balanced, and geared to each child's individual level of development, which will provide optimal learning experiences. Teachers who are knowledgeable about child development will provide a stimulating atmosphere that promotes a child's positive self-concept and self-worth.

Curriculum areas will include art, music, creative drama and movement, language arts, cooking, math, social studies and science. To enhance learning experiences the Center will provide opportunities for field trips, campus walks, and guest speakers.

You will be provided with a sample weekly curriculum plan and daily schedule. These are intended to be consistent yet flexible. Teacher will be responsive to the child's interest and natural exploration.

DISCIPLINE POLICY

1. Discipline is a positive growth experience when it is approached as a developmental concept and administered in the form of teaching, guidance, and role modeling; conversely, it is a negative experience when it inflicts fear, pain and humiliation.
2. Guidance plays an important role in positive discipline. Children should be familiar with what is expected from them. Rules will be simple, consistent and developmentally appropriate. When there is disruptive behavior the child will be re-directed to another activity. In order for a child to regain self-control, "quiet time" may also be used. The child would be removed from the situation and allowed to sit quietly for a few minutes. The child would then be allowed to return to the activity.
3. There will be no punishment physical, verbal or mental. Included is any act, which causes undue stress or can be painful or cruel.
4. Children will not be disciplined by using naptime, toileting, or food/meals at any time. Discipline acts which include hitting, spanking, pinching, shaking, squeezing, binding, closeting, cursing, derogatory statement, threatening or prolonged isolation will not be tolerated.
5. Discipline is an essential part of child rearing and when used positively, it contributes to the healthy growth and development of a child and establishes positive patterns of behavior in preparation for adulthood. The object of discipline is to promote behaviors beneficial to the child's development and welfare and to change and/or eliminate behaviors which are injurious to his or her well being. Therefore, we encourage positive discipline as an important aspect of child rearing practices for children.

IMMUNIZATIONS AND ILLNESS

1. Every child must have a completed medical health care form for our files.
2. A child may not be brought to the Center with a temperature of 100 degrees or higher, or any signs of illness, unless diagnosed as non-contagious by a physician.
3. No child with a contagious disease can remain at the Center. Parents or their designated person will be called and expected to pick up the child as soon as possible. Contagious diseases are: head lice, scabies, measles, whooping cough, ringworm, chicken pox, mumps, pink-eye, common cold and strep throat. Following absences for contagious disease/condition, the parent must present a written statement from a doctor, health department or campus nurse indicating the child can return to a group situation. The one exception is the common cold. (Consult with the Director as to when the child should come back to school).
4. Children should not be brought to the Center if they exhibit the following symptoms: fever, diarrhea, vomiting or other symptoms of a communicable disease (excluding those mentioned in #3 above) in the previous 24-hour period. The child must be free of any symptoms for 24 hours before returning to the Center. A fever may not be reduced or considered gone with Tylenol or Motrin. Children too sick to participate in the full program, including outside play or other scheduled activities, need to be kept at home. Staff is not available to supervise a child who will be kept inside due to illness.
5. Parents are to notify the Center staff as soon as possible if their child(ren) has been diagnosed with a contagious disease or any condition that is transmittable (such as head lice or any listed in above in #3).

EXEMPTION FROM IMMUNIZATION

Exceptions to a health assessment and immunizations shall be permitted if one of the following is obtained:

- a. Certification from a licensed physician stating that the physical condition of the child is such that immunization would endanger the child's life or health.
- b. A written statement signed by a parent or guardian that the parent or guardian is an adherent of a religious denomination whose teachings are opposed to health assessments of immunizations.

The Emergency Medical Release (EMR) form must be completed stating doctor's name and phone number, and at least two emergency phone numbers other than the parents'. If the parent cannot be reached in time, in case of emergency, we reserve the right to call the college nurse or call for an ambulance to take the child to the hospital.

MEDICATION

Prescription medications can be administered by certain child care staff. The prescription label is considered the physician's order. The label must contain the name of the physician, the medication, the pharmacy and the child receiving the medication. The prescription date, dosage and dosage intervals must be included on the label.

Non-prescription medications shall not be administered to any child EXCEPT on written order of the parent or guardian. Orders are to be renewed yearly.

Parents will be required to fill out a medication sheet that will record the date; time and who gave the medication. No medication will be given without this form being properly completed and signed.

CHILD ABUSE AND NEGLECT POLICY

As caregivers of children, Barton County Community College Child Development Center staff are mandatory reporters of child abuse and neglect. We will notify Child Protective Services or local law enforcement officials by telephone when it appears that a child is being seriously abused or neglected.

CACFP CONFIDENTIALITY POLICY

The information contained in the Enrollment and Income Eligibility Form for the Child Adult Food Program is confidential and protected by the National School Lunch Act.

The Barton Community College Child Development Center has adopted a policy that the information on the Enrollment and Income Eligibility Form will not be disclosed outside our agency.

PARENTAL RESPONSIBILITIES

- The parent or a designated adult must walk the child into the Center when bringing them and walk them out when picking them up. Children will not be sent out to meet parents or other adults. Also older siblings should not be sent into get a younger child. No child will be released except to an adult.
- The parent or adult will clock the child in when bringing him/her and clock the child out when picking him/her up.
- Do not leave the child more than 15 minutes before and pick up no later than 15 minutes after your scheduled time.
- If someone other than the parent or legal guardian is to pick up the child (ren) the Center must receive a written notice with the alternate person's name. The alternate person will be responsible for getting the child clocked in or out. Center staff will be glad to assist in this process.

- Call by 9:00 a.m. if your child will not be attending for the day. This information is needed for lunch count and proper staffing.
- Parents are responsible for providing diapers, wipes, bottles, and formula for infants and children who are not yet potty trained. For older children parents are responsible for providing 2 changes of clothing, shoes, coats, hats, mittens and toothbrush.
- Food cannot be brought in with the child unless it is a special treat for snack.
- No candy or gum is allowed in the Center. Children will be asked to throw it away.
- Notify the Center staff when there are changes in the parent's class schedule, address, phone number, employer, emergency information, S.R.S. status, and/or family relationships which affect the legal custody of the child (ren) or affect attendance, activities, or behaviors of the child (ren).
- Parents must notify the Center staff if their child (ren) has a diagnosed special need so the staff can better serve the child.
- Notify the Director two weeks in advance before your child is to be withdrawn permanently from the Center. You will still be billed for the scheduled hours of those two weeks.
- Attend Parent Meetings each year.

BIRTHDAYS

If parents wish to furnish refreshments for their child's birthday, please notify the child's teacher several days in advance. We will provide you with the number of children to bring snacks for. The child's teacher upon request can make suggestions for appropriate snacks and treats.

TOYS

We have carefully chosen toys and equipment for each age group. Therefore, we discourage children from bringing toys from home. Toys brought from home could be lost, broken or taken home by others. Exceptions to this recommendation include "Show and Tell" items, and a doll, animal or blanket for naptime.

As an alternative to bringing toys, children may want to share a favorite book or record occasionally. Any materials such as VCR tapes, books and records that a child brings to share with the other children in the Center will be shared at the discretion of the Director or other appropriate staff member.

NAP TIME/REST TIME

Children remaining at the center more than four hours shall be encouraged to nap or rest according to their individual needs. Each child will be provided with a cot or mat. The parent shall furnish a crib sheet, pillow and blanket, which shall be taken home for laundering at the end of each week.

If children wish to bring a favorite blanket or stuffed animal that will be allowed. However each child will be limited to only one item at naptime.

DRESS

Please dress your child in comfortable and sturdy play clothes because we do paint and play with messy things as part of the curriculum. We try to minimize messes but some are unavoidable and accidents do happen. In addition, children generally spend at least one hour per day outdoors, so please dress your child in accordance with the weather. Hats, coats, and mittens are essential during the winter months.

In accordance with Kansas Regulations for Licensing your child will need at least 2 complete changes of clothes for children under 6 to leave at the Center in an assigned box. Please label each article of clothing (underwear, socks, shirt, and pants). This is a preventative measure regardless of the child's age.

When children are potty training additional sets of clothing will be necessary this will also include shoes.

CUBBIES AND PARENT INFORMATION

Each child will have his or her own coat hook; this provides a place for children to keep their things at school. Children's artwork will be put in their parent(s) cubbies to take home, please check this daily. In addition, each parent will receive newsletters, reminders, and other information that is important in their parent cubby. The parent cubbies are located in the front hallway. Each family is assigned a spot by the child's last name. Lunch, snack menus and lesson plans are posted in each room. Lesson plans will be posted in each room.

MOVING CHILDREN TO THE NEXT ROOM

The Center has established progression dates for children. These will typically happen at each semester and at the beginning of the summer. An exception to this rule is for infants that are walking. Children will also be assessed by their developmental growth by their teacher and the Center Director. As children become eligible for moving dates parents will be provided with information concerning these moves. Each child will be assessed individually.

INFANT DAILY SCHEDULE

Caregivers will respect each infant's own natural schedule. The day will include the following:

- Eating on demand
- Napping when rest needed
- Quiet Play
- Active Play
- Art Activity
- Music
- Rocking
- Tummy Time
- Socialization
- Reading and Bubbles

Creative curriculum activities will be planned for appropriate times throughout the day. Infant activities will be coordinated with the Toddler daily schedule as often as possible.

TODDLER I DAILY SCHEDULE
(12 - 24 Months)

Open - 8:00	Breakfast and free play afterwards
8:00 - 9:15	Outside play (weather permitting)
9:15 - 9:30	Diaper changing & Hand washing
9:30 - 10:00	Snack Time
10:00 - 10:30	Art in small group & Individual skill work
10:30 - 11:00	Circle Time (read stories, sing songs)
11:00 - 11:30	Outside time
11:30 - 12:00	Lunch
12:00 - 12:30	Clean up, watch computer, diaper change
12:30 - 2:30	Nap time with soothing music
2:30 - 3:00	Diaper changing & hand washing
3:00 - 3:30	Snack Time
3:30 - 5:30	Free play/individual skill work/ art

TODDLER II DAILY SCHEDULE
(24 - 36 Months)

Open - 8:00	Breakfast and free play afterwards
8:00 - 8:50	Self- selected activities
8:50 - 9:15	Art & Center activities
9:15 - 9:30	Prepare for snack (Bathroom, change diapers, & wash hands)
9:30 - 9:45	Snack time
9:45 - 9:55	Wash hands/Clean up from snack
9:55 - 10:15	Circle Time (includes theme related discussions, songs, finger plays, age appropriate calendar activities)
10:15 - 10:45	Group Activities
10:45 - 11:20	Outside Time (large muscle, games, and trikes) Computer time
11:20 - 11:30	Prepare for lunch (bathroom & hand washing)
11:30 - 12:00	Lunchtime socialization at tables
12:00 - 12:15	Bathroom/Diaper changing Teeth brushing and Story time
12:15 - 12:30	Individual reading time for children
12:30 - 2:30	Nap time
2:30 - 2:45	Bathroom/Diaper changing & hand washing
2:45 - 3:00	Snack Time
3:00 - 4:30	Outside activities
4:30 - close	Small group & self-selected activities

PRESCHOOL I DAILY SCHEDULE

Open - 8:00	Breakfast and free play afterwards
8:00 - 8:30	Self- selected activities
8:30 - 9:30	Circle Time, Art, Music
9:30 - 9:45	Snack time preparation-bathroom, hand washing Snack time (socialization & self-help skills encouraged)
9:45 - 10:45	Center Time
10:45 - 11:15	Outside Activities: Large muscle, games, and trikes
11:15 - 11:30	Prepare for lunch (hand washing & bathroom)
11:30 - 12:00	Lunchtime - socialization at tables
12:00 - 12:30	Prepare for nap; Brush teeth , Story time
12:30 - 2:45	Nap time
2:45 – 3:00	Bathroom & hand washing
3:00 – 3:30	Snack Time
3:30 – 5:00	Outside activities
5:00 - close	Self-selected activities

PRESCHOOL II DAILY ACTIVITIES

	Tues. and Thurs.		MWF
8:00 – 9:00	Table Activities	8:00 – 9:00	Table Activities
9:00 – 9:30	Circle Time	9:00 – 9:30	Music and Movement
9:30 – 10:00	Snack	9:30 – 10:00	Snack
10:00 – 11:00	Center Activities	10:00 – 11:00	Circle Time
11:00 – 11:30	Outside/Reading	11:00 – 11:30	Center Activities
11:30 – 12:00	Lunch	11:30 – 12:00	Lunch
12:30 – 2:30	Computer	12:30 – 2:30	Computer/outside
2:30 – 3:00	Quiet Time – some children rest others read books	2:30 – 3:00	Quiet Time – some children rest others read books
3:00 – 3:30	Snack	3:00 – 3:30	Snack
3:30 – 4:30	Small groups	3:30 – 4:30	Small groups
4:30 – 6:00	Outside/Table Activities	4:30 – 6:00	Outside/Table Activities

SCHOOL AGE SCHEDULE

Open - 8:00	Breakfast and free play afterwards
8:00 - 8:30	Self- selected activities
8:30 - 9:20	Theme related art activity, math, science, computer, cooking, etc.
9:20 – 9:30	Prepare for snack
9:30 – 9:45	Snack time
9:45 - 11:15	Outside activities/ organized games
11:15 - 12:00	Prepare for lunch and lunch time
12:00 - 12:30	Self selected activities
12:45 - 1:15	Reading time (individual or small group) and self-selected activities
1:00 - 3:00	Group activity (theme related art, cooking, science, swimming or field trip)
3:00 - 3:30	Prepare for snack and Snack time
3:30 - 4:30	Outside activities
4:30 - close	Self- selected activities

During the school year, children are given the opportunity to complete homework assignments and participate in art projects, cooking activities or outdoor time. Often the time after school the activities may include swimming, group project time with other campus groups or tours of campus facilities.

Notice of Non-Discrimination: It is the policy of Barton County Community College not to discriminate on the basis of race, color, national origin, sex, age, handicap or disability in its educational programs, activities or employment practices in compliance with Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act. Inquiries may be addressed to the Compliance Officer at Barton, or to U.S. Department of Education, Region VII, Office of Civil Rights, 10220 N. Executive Hills Blvd., Kansas City, Missouri 64153.