

First Presbyterian Children's Center

Parent Handbook

Revised 03/11/26

Welcome!

Welcome to First Presbyterian Children's Center. This handbook has been written to provide information for parents about our policies and practices. Please look over this information when your child is first enrolled in our program and keep this handbook as a resource to consult when you have questions in the future. If you have any questions or suggestions about the information in this handbook, please do not hesitate to talk to your child's teacher or to the director.

The Mission Statement

First Presbyterian Children's Center is a Christian organization, summoned to serve the community by providing a stimulating, nurturing, and secure environment for children.

Goals

Based upon this mission statement, there are five goals to the Children's Center philosophy.

1. The Children's Center helps to support the Christian family structure. The Children's Center is an extension of home. We care for children in a way that supports the bond between parents and children. We value communication between the parent and the teachers and feel that continual communication will enhance the child's experience at FPCC. Good childcare helps build strong families.

2. The Children's Center demonstrates Christian love to children in the community, sharing and teaching the values and principles of Jesus Christ. The Children will learn about the Christian faith through example, celebrations of holidays, prayers at mealtime, songs, and Bible stories. Once a week, two-, three- and four-year-olds will participate in chapel where they will sing and enjoy stories told by the ministers of First Presbyterian Church and other special guests. Although we are a Christian program, we seek to create a setting where all families, regardless of religious background, will feel welcome and accepted. Each family brings its own values, beliefs, and traditions to our program, and the program will be enhanced by diversity.

3. The Children's Center staff are trained professionals who are committed to providing quality, affordable, developmentally appropriate childcare to the community. Our staff are early childhood professionals who have specialized training in child development and/or practical experience working with young children. Teachers are expected and supported in obtaining and maintaining current knowledge of child development and appropriate practices.

Our Center has received exemplary scores on Early Childhood Environment Rating Scale.

We strive to maintain a tuition cost that is comparable to other providers in this area. We work with several different organizations to provide scholarship assistance for qualifying families.

Children are admitted regardless of race, creed, color, gender, national origin, or religion. All facilities are handicap accessible. In each classroom we maintain low adult child ratios that are well below those allowed by the state.

4. The Children's Center staff is a group of professional early childhood educators committed to developing the cognitive, physical, emotional and social skills of children through well planned curriculum, opportunities for different types of play, special events and programs. For each child we have age-appropriate expectations based on our knowledge of development and stages of growth. We know that each child develops at a different pace, so we individualize our care. We strive to select materials and equipment that are developmentally appropriate for each age group.

We also design each classroom to provide an environment that is clean, safe, and stimulating, where children can be active learners. Our team of educators work together to prepare the environment, learning materials, and planned experiences that provide stimulation and learning for children. We believe children learn best by doing and playing. Play is the primary vehicle for and indicator of their mental growth. Play enables children to progress along the developmental sequence from the sensorimotor intelligence of infancy to the pre-operational thought in preschool years. In addition to its role in cognitive development, play also serves important functions in children's physical, emotional and social development.

Therefore, child-initiated, child-directed, teacher-supported play is an essential component of developmentally appropriate practice (NAEYC, 1987).

5. The Children's Center prepares children for entry into kindergarten and future school programs. Children do not need to be "ready" for us. We are "ready" for children. We take each child at his/her own level and provide a challenging and stimulating environment to prepare him/her for the next level of schooling. We

want children to develop patterns and expectations of success as well as experience the joys of learning, so that he or she will be eager to enter the more structured world of learning in public school.

The Enrollment Process

The first step toward enrollment is to get on a waiting list and fill out an application when spot is available. The children's Center is open to all families. Priority for enrollment is determined by the date the center receives your request for admission, as well as the availability of openings in the appropriate age group.

All registrants will be required to pay a \$55.00 registration fee as well as a \$100.00 tuition deposit. That deposit will be applied to the child's last week at the center if a 2-week notice is given. Parents are also responsible for paying an biannual material fee of \$50 per child.

The total due for each child upon registration is \$155.00. Checks should be made payable to First Presbyterian Children's Center or FPCC or paid through the Brightwheel App.

The following forms must be completed before your child enters the program:

1. Child's Application
2. Child's Health History
3. Immunization Record
4. Emergency Notification Form including transportation plan
5. Permission For Health Care

Medical forms will be confidential, only information needed to provide quality care will be given to the teachers.

The Pre-Enrollment Visit

For every child, starting a new childcare program is a big change. It is important that the Children's Center staff and parents work together to help your child make a smooth transition. An important part of this transition is the Pre-Enrollment visit. Children in all age groups will be invited for a Pre-Enrollment Visit.

This visit is a good opportunity for you and your child to become familiar with the childcare setting, and to meet the teacher. It is very reassuring to children, even infants, to see their parents interacting with the childcare staff. When teachers

and parents spend time together, it helps children feel that they can trust their teachers to care for them.

Children's Files

To care for your child in the best way possible, we maintain confidential records on each child. Upon enrollment this file will consist of your child's application, health history, who is authorized to pick up your child, permission for health care, etc. We ask that you update your files any time you have a change in address, phone numbers, people who are permitted to pick up your child, etc.

Immunization Records

Health and Immunization records must be current and signed by your health care provider on the state form. FPCC's records are examined annually by the health department, and our license may be withheld if the children's immunization records are not current. You can assist us by obtaining an updated immunization record each time your child receives his/her shots and turning it into the office.

The following is the recommended immunization schedule:

Age of Child Immunizations

2-3 months: 1st DTP/DTaP/Dt, 1st Polio, 1st Hib, and 1st Hepatitis B

4-5 months: 2nd DTP/DTaP/Dt, 2nd Polio, 2nd Hib, and 2nd Hepatitis B

6-11 months: 3rd DTP/DTaP/Dt, 2nd Polio, 3rd Hib, and 3rd Hepatitis B

12-15 months: 4 Hib and 1MMR given on or after the first birthday

12-18 months: 4th DTP/DTaP/Dt, 3rd Polio, 4th Hib, and 3rd Hepatitis B and 1 MMR given on or after the first birthday

4-6 years: 4 or more DTP/DTaP/Dt, 4 Polio, 4 Hib, and 3rd Hepatitis B and 2 MMR given on or after the first birthday

Chickenpox vaccine is now required. It should be given at age 12-18 months.

Abbreviations:

DTP - Diphtheria/Tetanus/Pertussis

HIB- Haemophilus

MMR - Measles/Mumps/Rubella

Fees and Tuition

Tuition is due by the end of day on Tuesday of each week. Parents may pay for more than one week at a time, but it must be in advance of the care received.

Tuition will be considered late if paid after end of day each Tuesday, and there will be a \$ 5.00 late fee charged. Tuition may be paid by check, cash, or money order.

Checks should be made payable to First Presbyterian Children's Center or FPCC. There is a \$ 20.00 charge for returned checks. Please place cash in an envelope with the child's name and amount enclosed written on the outside of the envelope. Place the payment in the payment box in the office window. You are also able to pay through Brightwheel but Brightwheel charges \$0.90 for ACH payment and 2.9% for credit cards.

The cost of tuition is based on a budget of 52 weeks. Parents are required to pay the same weekly fee regardless of days missed for illness, vacations, or national holidays.

As of March 23, 2026 the current weekly rates are as follows:

Infant Classroom	\$245.00
Toddler Classroom	\$245.00
2-Year-old Classroom	\$235.00
3-Year-old Classroom	\$225.00
4- & 5-Year-old Classroom	\$225.00

Part-time is offered to the 3- and 4-year-olds if space permits. It is currently \$115 for 2 days a week (Tuesday & Thursday) and \$160 for 3 days a week (Monday, Wednesday, Friday). A part-time student will be given the option of going full-time or will have to give up the enrollment spot if a full-time student enrolls and needs the spot. This will be done based on class space and length of part-time students' enrollments.

A child may not attend the Center if two (2) weeks of payment are missed. Total due must be paid before the child can reenter the program. Timely payments are expected. In the event that a family's situation creates an inability to pay, special arrangements must be made in writing with the Director. Failure to comply with the written arrangements made will result in immediate suspension from the program. Failure to pay all fees in full within 2 weeks of suspension will be considered parental notification of withdrawal from the program.

Summer Leave Policy

Families who withdraw their child from the center for six or more consecutive summer weeks may reserve their spot for up to ten weeks by paying 60% of the weekly tuition. During this time, the child may attend 2 fixed days each week—either Monday/Wednesday or Tuesday/Thursday—provided they can adjust to the new schedule. This option is limited to five children at a time and is available on a first-come, first-served basis. Payments are non-refundable, and no reimbursement will be given if the child does not return after the leave period. If you choose not to return following your leave, you will not be reimbursed. Requests must be submitted to the center director during the month of May for the upcoming summer months. Any changes to this policy will require approval from the Board of Directors.

Previously enrolled kindergarten students may be allowed to enroll for the summer months on first come, first serve basis as space permits. Parents (or other responsible adults) will be expected to pay the same fee as that charged for PreK-2 students.

Exceptions to the above guidelines must be approved by the board of directors.

Drop Off and Pick Up

The Center's hours are from 7:15 a.m. to 5:30 p.m. Please do not ask or expect the teacher to care for your child before 7:15. The teachers need time to prepare for the day. We appreciate your support with this.

We believe that morning goodbyes are one of the most important times of the day and request that you plan on spending a minute or two each morning greeting your child's teacher and helping your child settle in for the day. Parents must sign in and out on a designated sheet found outside your child's classroom.

It is normal for children to feel sad when they say good-bye to their parents. We believe a child's sadness at goodbye is an indication of a healthy and appropriate emotional development. It is only natural that your child wants to be with you and loves you very much! Teachers at the Children's Center are willing to help you establish a good-bye routine that is comfortable for you and your child. We know how hard it is for parents to say good-bye when a child is upset. It is important that the teacher be near to comfort your child as you leave, and later, if you need reassurance that your child has settled in and is playing happily, you are welcome to give us a call.

Throughout the day, teachers at the Children's Center find ways to help children feel connected to their families, even when their parents are at work. We display photographs of families, make pictures or letters for parents, talk about what Mommy and Daddy are doing right now, and we welcome your visits during the day, especially for lunch. It is not necessary to notify us ahead of time if you will be visiting the center during the day. Parents are always welcome. We do recommend that you establish a visiting routine so that your visit fits into the predictable and stable events of your child's day.

If someone other than a parent is going to pick up your child at the end of the day, we require that you notify the staff in advance. We require that a list of names of those who are authorized to pick up your child be kept in your child's file. The first few times someone new picks up your child, we will ask to see a driver's license or picture identification.

Here at First Presbyterian Children's Center, we strive to keep your child safe. For this reason, your child will not be released to anyone who appears to be under the influence of alcohol or drugs or in an altered state of mind that might put the child in danger.

Late Pick up Fees

The Children's Center closes at 5:30 p.m. It is very important that parents pick up their children on time. The fee for late pick-up is \$1 for every minute per child past 5:30. Any late pick-up fees will be charged to your Brightwheel account by Monday of the following week. Please pay the charge promptly. The center pays these fees to the teacher who stays after hours with your child.

Parking

For safety purposes and so that we will not block access for emergency vehicles, it is important that we do not park at the entrance parallel to the green columns. You may park in the handicap spots or the parking area for drop-off and pickup unless there is a church function where spots will be needed for their designated purpose.

Smoke Free Environment

Smoking or vaping is prohibited inside the Children's Center, on the playground, or near children while they are in our care.

Holiday Closings and Inclement Weather

The Center will close in observation of the following holidays: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving and the following Friday, Christmas Eve, Christmas Day and the day following Christmas. If there is a need to be closed other than the above-mentioned days, parents will be notified a minimum of one month in advance of the date on which this will occur.

In the event of inclement weather, two representatives from the Board of Directors will consult with the director to determine if any changes in opening/closing times should take place or if the center is to be closed. We do not follow the Kingsport City Schools schedule. The Children's Center is here to help working parents, many of whom will need to be at work no matter what the weather is like. Should FPCC need to be closed, it will be communicated through the Brightwheel notification system.

Clothing and Items from Home

Several items will be required for each child, depending on the age group, such as diapers, bottles, receiving blankets, and baby bed sheet for napping. Please label all items from home with your child's name. We welcome almost any item from home that will make your child feel more comfortable. Many children enjoy a transitional object, something familiar and comforting. For some children it is always the same teddy or doll, while other children will want to pick out something different each day. Depending on the age of the child, the teacher may ask that the object be placed in the cubby once the child has made the transition to school. A soft toy for naptime is appropriate, and books are always welcome. "TV Toys" such as Batman, Star Wars, or Power Rangers often create too much excitement, and we ask that these stay at home. Chewing gum, hard candy, toy guns and weapons are not allowed at the Children's Center.

We request that you bring at least one complete change of clothing in a Ziploc bag marked with your child's name.

Please dress your child in washable and comfortable clothing. Even with paint smocks and bibs, clothing will sometimes become soiled. Since we go outside whenever possible, dress children accordingly. Assume that we will be outside, if only for a few minutes, each and every day. Select shoes which give support and allow freedom of movement. We encourage and help children to be independent whenever possible. Velcro shoes, elastic pants, and mittens are examples of clothes for toddlers and preschoolers that will allow them to be more independent. Some

items may be requested by the teachers. These will vary by the age of the child.
Please label all clothing and personal items!

Birthday Celebrations

Birthday celebrations are of great importance to 2-5-year-olds. You are welcome to bring or send store-bought cupcakes, cookies, or another special snack (no balloons, hard candy, or gum). Please send paper goods if necessary. Please inform the teacher of your plans a few days in advance. Children will not be allowed to exchange presents at school or to give out invitations unless everyone in the class is invited. We encourage you to give a book in honor of your child to the Children's Center. A special notation will be made in the front of the book so that all who read it in the years to come will know about your child's special day.

Trashable Treasures

We would like to ask for your assistance in collecting materials our class could use throughout the year. As you clean out your closets, go to yard sales, or get rid of outgrown toys, remember us! If you can, please help us by sending any of the following materials. Your donations will be greatly appreciated.

Magazines

Toilet paper/paper towels tubes
Wrapping paper
Boxes (especially refrigerator)
Dress up clothes and hats
Plastic containers
Kitchen utensils
Children's books
Children's puzzles
Children's toys
Buttons
Fabric scraps
Buckets and shovels
Spools

Riding toys

Greeting cards, stationery, &
postcards
Pens from hotels
Envelopes
Magnets
Old calendars or forms to fill out
Kitchen towels and dishrags
Plastic grocery bags
Computer paper
Old costume or children's jewelry
Old office stationery
Plastic shoe boxes

Food Service

-Infants and Crawlers

Parents of infants must provide formula or expressed milk. Nursing mothers should work out scheduling and details with the teacher. Plastic bottles with the child's name and date written on it should be used, and parents should place the bottles in the refrigerator upon arrival. Baby food must be in original, unopened containers. Bottles will be heated in a bottle warmer to ensure safe temperatures. Please label all bottles and utensils.

-Toddlers and Preschoolers

Children are provided lunch (prepared on the premises), a mid-morning snack, and a mid-afternoon snack. Morning snack is served at 9:00, lunch at 11:00, and afternoon snack at 3:00.

Monthly lunch and snack menus will be posted and distributed to parents. Meals are served in the classroom, and children are encouraged to develop age-appropriate skills such as feeding themselves, serving their own food, and cleaning the table. Children are encouraged to use appropriate table manners. Teachers are expected to interact with the children during all three meals. It is very important that you alert us to any food allergies that your child might have or other special dietary needs. For children arriving before 8:00 you may bring a ready-to-eat breakfast for them to eat until 8:30. If your child is going to be absent or late, please call us before 9:00, so that we can give an accurate lunch and snack count.

Parent Meetings and Conferences

We will be happy to schedule parent meetings for informal discussions of any concerns you may have. We will also schedule individual parent conferences. Parent conferences provide an opportunity for parents and teachers to exchange information about each child, and to set goals for the future. Parents may ask for a conference at any time between scheduled conferences. Throughout the year we will occasionally schedule additional parent events such as a holiday party, Thanksgiving luncheon, or open house. Look for announcements of these events on the parent information board in the hallway of the Children's Center.

Discipline Policy

The Children's Center teachers have age-appropriate expectations for each child. We work hard to create an environment that allows children to explore and be active, without requiring a lot of rules and restrictions. Caregivers will use positive guidance, redirection, and the setting of clear-cut limits that foster the child's

own ability to become self-disciplined. Caregivers will encourage children to respect other people, be fair, respect property, and learn to be responsible for their actions. Caregivers will use discipline that is consistent, clear, and understandable to the child.

On occasion, every child will "push" the limit and do something that is not allowed. For the youngest children, we use distraction and redirection to keep a child from continuing the unwanted behavior. For an older child, we may need to remove the child from the area and have him sit out for a short period of time (approximately 1 minute for each year of the child's age). For all children, even infants, we use our words to describe to the children what we expect and help the children begin to use their words to get what they need from others. We emphasize the importance of treating others with respect. We do not use food or candy as a reward. We do not use any kind of physical punishment.

We will always want you to know how your child's day was at school and will share with you both positive and sometimes negative information. Every child misbehaves in one way or another, and we request that you do not "re-punish" your child at home for the something that the teachers have already addressed. We believe that the most effective discipline for children is when the consequences of a behavior immediately follow the event. We believe that it is not effective to punish a child at home for something that happened hours earlier. Children often respond better to teachers knowing that the teachers and parents are on the same team. Teachers may ask parents, at times, to reinforce expectations.

Prohibited Practices

If any staff member or person from the child's family, while on the childcare premises, engages in a practice prohibited by the program, the Director will take necessary steps to assure that there is no recurrence of the practice.

1. Corporal punishment or any type of physical punishment is not permitted. This includes hitting, spanking, shaking, pinching, or other measures which produce physical pain.
2. Withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities is not permitted.
3. Abusive, profane or derogatory language, including yelling and belittling, is not permitted.
4. Any form of public humiliation, including threats of physical punishment, is not permitted.

5. Any form of emotional abuse, including rejecting, terrorizing, ignoring, isolating, or corrupting a child is not permitted.

Policy on Managing Aggressive Behavior

Biting, hitting, pinching, hair pulling, pushing, etc. are normal behavior for young children, particularly those in group care. Children younger than 36-40 months have limited verbal skills and limited ability to express frustration. Aggressive behavior is often their way of coping. This behavior should serve to let adults know that there is stress in their child's world. However, these aggressive behaviors, particularly biting, are very upsetting to adults who provide group care and for parents of both those children who are hurt and those who are the aggressors.

In order to help protect all children in our care from physical and psychological harm, First Presbyterian Children's Center has adopted the following guidelines.

1. We will educate staff members and parents about child development and encourage an appropriate understanding of toddler aggressiveness.
2. Recognizing that a toddler has a very short attention span, we will provide numerous interesting activities and an environment intended to keep children happily occupied.
3. When a pattern of aggressive behavior is noticed, we will keep careful anecdotal records to help determine the cause of frustration that prompts the behavior.
4. We will treat bites and other aggressive behaviors by:
 - a. Comforting and applying appropriate first aid to the child who has been hurt.
 - b. Firmly, but kindly removing aggressor from the group and stating simply "No, you may not hurt your friends." or some similar verbal reprimand.
 - c. Notifying the parents of those who are hurt as well as the parents of the aggressors.
5. If biting or other aggression becomes frequent, a staff member will be assigned to shadow the child to prevent others from being hurt and to redirect the aggressive child to positive activities. In the unlikely event that an extra staff person is required for an extended period, the parent would be required to cover the cost.
6. Parents will be kept informed about the child's aggressive behavior and will be expected to be a vital part of the team which works to understand the behavior, alleviate the stress that is causing the behavior and protect all children in the group.

7. In the event that the behavior cannot be prevented or controlled adequately to protect other children, the Director, in consultation with the Children's Center Board, may have to ask parent to remove the child from the center temporarily to break the cycle and help the child find more positive ways to cope.

Shaken Baby/Abusive Head Trauma

Before beginning work with children, all staff receive training on Shaken Baby Syndrome, Abusive Head Trauma, and Child Maltreatment. This training teaches them to recognize potential signs and symptoms of Shaken Baby Syndrome. It also teaches them ways to cope with crying, fussing, or distraught children. Knowing ways to cope helps with their frustration level and gives them options of ways to avoid becoming overwhelmed. This training also helps them understand the development and vulnerabilities of the brain in infancy and early childhood.

Parent Communication

Teachers would like to know if your child will be late, will not be in, or will be picked up early. Please call the Children's Center at 245-2055 to let us know of your plans. An answering machine can record your message if you call in the evening or early morning. If you call the office during the day and are not able to reach someone, leave a message, and we will call you back shortly. Often the director is visiting a classroom and not able to immediately answer the phone. If you need to reach someone in an emergency, you may call the church office 245-0104, and someone on the church staff will contact us right away. For emergencies, you may call the director, Tammy Hodge, on her cell phone (423)967-3071.

Your questions and comments are always welcome. Teachers appreciate it when parents want to talk at the beginning or the end of the day. ((Often a teacher will be busy caring for children when you are in the room, so you can leave an FYI sheet, or you can set up a time on the phone.)) You will receive reports about your child's activities and progress. You will also receive a newsletter and calendar. Check the bulletin boards in the classrooms and in the hallways for information about curriculum and classroom activities. If you ever have questions or concerns, please do not hesitate to call the office for an appointment with a teacher or the director. Ask about the little things before they become bigger!

Brightwheel

The center uses Brightwheel, an all-in-one software platform. This program allows us to integrate sign in and out, daily sheets, incident reports, health screenings,

billing and communication all in one app. Once you have enrolled at the center, you will be sent an invitation to set up your Brightwheel account. Please take a minute and put in your child's information including allergies and anyone authorized to pick up your child. You are also able to make payments through the app but there is an additional fee for doing so. To pay with ACH/bank transfer, it is \$0.90 per transaction and for credit/debit cards it is 2.9%.

This app allows us to send out a mass text or email to everyone who has registered on Brightwheel. It will be used for emergency notifications, unexpected center closings, reminders, etc. We ask that all enrolled families download the app and make sure phone numbers and email addresses are up to date at all times. In the event there is a threat of a dangerous situation on hand, the safety of the children and staff will be our top priority. Parents will be notified of the incident after the situation is under control.

Social Media

We are aware that social media is a big part of today's world. However, we do ask that parents respect the privacy of other families and teachers by not posting about FPCC, its staff, children or parents on social media.

Grievance Procedure

Parent-Teacher

1. Parent will talk to the teacher.
2. If results are unsatisfactory, the parent will inform the director, and the director will talk to the teacher with or without the parent present.

It is always best to initially try to work out any grievances with the person involved before talking to others.

Accidents and Emergencies

Occasionally, every child experiences a bump or bruise. When a child is hurt at the Children's Center, teachers fill out an accident report which is kept on file and is available for parents to see or copy. Children's Center teachers are certified in Infant/Child CPR. Staff training also includes procedures for emergency evacuation.

We hope, of course, that we are never faced with a medical emergency, but in the event that we are the following procedures will be carried out by the staff:

- A staff member will stay with the ill or injured child and administer first aid as appropriate. If the child is not breathing, a CPR certified staff member will

initiate CPR. If there is a possibility that the injury has affected the spinal cord the child will not be moved. The staff member will remain calm and continuously reassure the child.

- A different staff member will immediately go to the phone and call 911 and request an ambulance. They will then use the child's emergency card to get the telephone number of the parent(s). The parents will be notified of the situation. The same staff member will then go outside to meet the ambulance and direct them to the child. Another staff member can do this if they have a difficult time reaching the parents on the phone.

- Other staff members will move the other children away from the injured/ill child. They will discuss the situation with the children and be calm and reassuring.

- If the parents have not arrived, a staff member will accompany the child to the hospital, taking the child's emergency information and Permission for Health Care form with them.

- The staff member(s) who witnessed the accident will complete an accident form, one of which will be sent for the parent's signature.

It is extremely important that you update your child's emergency form and your Brightwheel account information annually and/or when the information changes (i.e. telephone numbers, allergies, etc.) We especially need to know about allergies or special medical conditions.

The Center has an evacuation plan if we must leave the building for an emergency. In case a situation should arise requiring the evacuation of the center, the most appropriate plan will be implemented. Parents will be notified through the Brightwheel notification system as soon as possible once the children have been moved to a safe location. Our emergency preparedness plan is available in the director's office if you would like to review it.

Leaving the Children's Center

If you should decide to withdraw your child from the Children's Center, we ask for as much notice of withdrawal as possible.

With that in mind, if you should decide to withdraw your child from the Center for any reason, or when your child is leaving the Center for kindergarten, it is required to give the director of the Center two weeks' notice. The first week of your two weeks' notice will be paid in full like normal. Your deposit will be applied to the last week of the two weeks' notice, with you being required to pay that week's remaining balance (For example: If you pay \$209 per week, you will owe only \$109 your last week).

In the event that you withdraw with less than two weeks' notice, you will not receive your deposit back.

This policy is in effect from the first day you accept your position at the Children's Center.

Staff Turnover Plan

In the event the Center loses one of our teachers, we will strive to maintain as much consistency for the children as possible. In most cases there are two teachers per class so there will still be a consistent person in the class. In the event it is the only teacher in the class, we will try to use a regular substitute or another teacher from the Center until a replacement is hired.

Medication and Illness

At the Children's Center, as in any group childcare situation, we must set very clear guidelines for the exclusion of ill children so that we do not jeopardize the health of other children and the staff. If your child has a contagious illness or is too ill to participate in normal activities including outdoor play or strolls, you may not bring your child to school. If your child has a fever, has an undiagnosed rash, has vomited, or has frequent diarrhea, your child is considered contagious and may not be in group care. See the attached sheet titled " Guidelines for Excluding from Daycare " for DHS criteria for exclusion.

If your child becomes ill during the day, we will separate your child from the group and call you. You will be required to make arrangements for your child to be picked up immediately. We do not have the staff or facility to care for sick children for more than a very short period of time.

If your child is well enough to be at school, yet requires medication during the day, you must fill out a medicine form, for both prescription and non-prescription

medicine. For prescription medication, parents or legal guardians will provide caregivers with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name of the medication, and administration, storage and disposal instructions. For over-the-counter medication, parents and legal guardians will provide the medication in a child-resistant container. The medication with the child's first and last names; specific, legible instructions for administration and storage. Instructions for the dose, frequency, method to be used, and duration of administration will be provided to the childcare staff in writing.

Medications will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant, closed container that is inaccessible to the children and prevents spillage. Medication will not be used beyond the date of expiration on the container.

Measuring spoons must be included for liquid medicine. All medicine and spoons must have the child's name on them.

Illness Policy

The Children's Center shall not deny admission to or send home a child because of illness unless one or more of the following conditions exists. The parent, legal guardian, or other person authorized by the parent shall be notified immediately when a child has a sign or symptom requiring exclusion from the facility. The child cannot return to the Center the following day unless he/she has a doctor's excuse. The signs and symptoms of exclusion are as described below:

In the opinion of the classroom teacher and the center director:

- The illness prevents the child from participating comfortably in facility activities, or
- The illness results in a greater care need than the childcare staff can provide without compromising the health and safety of the other children.

The child has any of the following conditions:

- **Temperature:**

100.4 degrees F. - Oral (in mouth)

100.4 degrees F. - Tympanic Ear Thermometer

100.4 degrees F. - Axillary Thermoscan (armpit thermometer that reads an oral temperature - do not add a degree to the reading)

99.4 degrees F. - Axillary Thermometer (armpit)

Oral temperatures shall not be taken on children younger than four years (or younger than 3 years if a digital thermometer is used).

Children who are sent home with the above temperatures should be kept at home the following day and until they are fever free for 24 hours or until a documented medical evaluation indicates inclusion in the facility.

- **Symptoms and signs of possible severe illness** (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) until a documented medical evaluation allows inclusion.
- **Severe respiratory infection** with sneezing and excessive nose drainage.
- **Strep throat:** If the doctor diagnoses a strep throat infection and places your child on an antibiotic medication, your child should not be brought into the Center until he/she has had medication for at least 24 hours.
- **Uncontrolled diarrhea:** That is increased number of stools, and/or decreased form that is not contained by the diaper. Exclusion: The entire next day and symptom-free for 24 hours. Diarrhea caused by antibiotic use, in the opinion of the physician, may be eligible for inclusion if care required is not excessive.
- **Vomiting Illness** Exclusion: The entire next day and symptom-free for at least 24 hours before returning to school.
- **Mouth sores/ulcers with drooling.**
- **Rash with fever or behavior change,** until a health care provider determines that these symptoms do not indicate a communicable disease.
- **Impetigo,** a skin infection consisting of blisters surrounded by reddened area. When the blisters break, the surface becomes raw, weeps, and oozes the lesions eventually become crusted and yellowish.
- **Purulent conjunctivitis** - "pink eye" (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.
- **Scabies, Head Lice, or other infestations** until 24 hours after treatment has been initiated.
- **Any contagious disease** such as measles, mumps, rubella, chicken pox, roseola, tuberculosis, pertussis, or Hepatitis A. May require exclusion for 6 to 9 days or until a health care provider determines that they are no longer contagious and can return to childcare.
- **Respiratory Syncytial Virus (RSV)** - Due to the highly contagious nature of RSV, if your child shows symptoms, you may be asked to have him/her tested. The child may not return to the center without a doctor's note stating the results of the test. If your child is diagnosed with RSV, he/she may not return to the center until he/she is on treatment as prescribed by your doctor and has been completely

fever free (without Tylenol, etc.) for 72 hours. He/she must be well enough on return to participate in center activities.

- **Flu and Covid19** - Due to the highly contagious nature of the Flu and Covid19, if your child shows symptoms, you may be asked to have him/her tested. The child may not return to the center without a doctor's note stating the results of the test. If your child is diagnosed with the Flue or Covid19, he/she may not return to the center until he/she is on treatment as prescribed by your doctor and has been completely fever free (without Tylenol, etc.) for 72 hours. He/she must be well enough on return to participate in center activities.

A child whose illness requires that the child be sent home from the Center shall be given appropriate attention to his or her needs so long as the attention does not compromise the care and safety of other children in the facility, until the ill child's parent arrives to take the child home. Parents are expected to make arrangements for their child to be picked up within one hour of being contacted. **Please remember the child cannot return to the center the following day and must be symptom-free for at least 24 hours before returning.**

Parents will also be called but will not be required to pick up their child if he/she is unusually listless, pale, irritable, or has a low-grade fever.

Specific Room Information

Infant and Crawler Care - The Infant room has a maximum of eight infants from 6 weeks to approximately one year old. They are cared for by two teachers. The Crawlers room has a maximum of four older infants. They are cared for by one teacher. These babies are cared for, as much as possible, as they would be cared for by their parents. They are kept on the schedule which is established at home. Each child has a primary caregiver and a "bonding group" consisting of three other infants. If the baby will need to be fed within 30 minutes of arrival, please feed the baby at home. This ensures a happy baby and allows the staff to give appropriate attention to each baby during arrival. Shoes worn outside will not be allowed in the classroom. Please take off your shoes and place them under the cubbies before entering the classroom. You are welcome to keep a clean pair of shoes in your child's cubby to wear in the classroom. Older children are asked not to go in the Infant Room.

Parents of Infants and Crawlers will need to provide the following:

1. Bottles ready to serve for the day (plastic with the child's name written on it)
2. Diapers (a bag at a time is probably easiest)
3. Wipes
4. Tissues
5. Two changes of clothes

Young Toddler Classroom- This group has a maximum of 10 children with two teachers. Ages in the toddler class will be approximately 14 months to 24 months. You may send finger foods for breakfast for your child to eat if he/she arrives before 8:00. A hot lunch and two snacks will be prepared and served daily. Toddlers will work on life skills such as eating with utensils, drinking from a sippy cup, napping on a cot, and sitting for short fingerplays and stories. If any of the children are still using a bottle, we will help you in the weaning process after the child is settled into the toddler routine.

Parents of Young Toddlers will need to provide the following:

1. Diapers (a bag at a time is probably easiest)
2. Wipes
3. Tissues
4. Two changes of clothes
5. A crib sheet and a small blanket (child's name written on it)
6. "Lovie" item if needed for sleeping or comforting
7. One box of large Ziploc bags

Older Toddlers (Twos)- This group has a maximum of 10 children with two teachers. Ages in the two-year-old class are approximately 24 months to 36 months. Children in this classroom will be using cups and eating utensils. They will no longer use bottles. Pacifier use, if needed, will be limited to napping.

Parents of Older Toddlers will need to provide the following:

1. Diapers or pull-ups with Velcro sides (A bag at a time is probably easiest)
2. Wipes
3. Tissues (one box a month)
4. Two changes of clothes
5. A crib sheet and a small blanket (child's name written on it)
6. "Lovie" item if needed for sleeping or comforting
7. One box of large Ziploc bags

Pre K-1 (threes) - There is a maximum of 12 children in this group with two teachers. The children are approximately three to four years old. Children will be potty trained for the most part but may need to nap with a diaper or pull-up. Morning activities include music, indoor and outdoor play, games, stories, learning centers, and snack. On Tuesday morning these children will participate in chapel.

Parents of Threes will need to provide the following:

1. Tissues (one box a month)
2. One change of clothes
3. One box of large zip-loc bags
4. A crib sheet and a small blanket (child's name written on it)
5. "Lovie" item if needed for sleeping or comforting

Pre K-2 (fours & fives) -There is a maximum of 12 children in this group with two teachers. The children are approximately four to five years old. Morning activities include music, indoor and outdoor play, stories, learning centers and snack. On Tuesday morning these children will participate in chapel.

Parents of Fours will need to provide the following:

1. Tissues (one box a month)
2. One change of clothes
3. One box of large zip-loc bags
4. A crib sheet and a small blanket (child's name written on it)
5. "Lovie" item if needed for sleeping comfort