

## Welcome to Elim Children's Center!

This handbook is given to all parents at the time of enrollment or revision and is designed to familiarize you with our policies and procedures. Elim Children's Center (ECC) is licensed by the state of North Dakota and abides by both state and local rules and regulations, in addition to our own policies and procedures.

Involving families in our program is a top priority. This helps build a partnership connection between home and the Center. ECC serves as an extension of your family and sharing ideas and genuine love for children is of the utmost importance. We encourage parents to visit and participate in activities.

Please make sure you read this handbook thoroughly as it contains important information that will ensure a successful relationship between your family and ECC. It is important to keep it handy as long as your child is enrolled in the program. It will answer many of the questions you may have about our program. If not, feel free to talk with us and ask questions at any time.

We look forward to partnering with you. Thank you for choosing Elim Children's Center!

Sincerely,  
 Laura Lempe  
 Director

## ABOUT ECC

Elim Children's Center is a Christian early care and education Center licensed by the North Dakota Department of Human Services. The center has a licensed capacity of 43 children. We have three classrooms, a two/three year old room (Ladybug Friends), a three/four year old room (Early Explorers) and a preschool room with four/five year old children (Preschool Pandas). ECC also enrolls school age children during the summer months. The center is open to community families as well as Elim Rehab and Care employees.

### **MISSION STATEMENT**

The mission of Elim Children's Center is to provide high quality early care and education in a loving Christian environment. We believe in the importance of providing developmentally appropriate learning opportunities through play and teacher guidance to support social/emotional, physical, academic, and spiritual growth. We whole-heartedly believe that children should be allowed to be children. It is our hope that through our program children will gain confidence, independence, respect for others, and love for God.

### **PROGRAM OBJECTIVES**

1. Assist children in learning to live comfortably in a social environment.
2. Provide opportunities for the children to interact.
3. Enhance a child's self-esteem, self-awareness, and self-confidence by offering many opportunities for a child to succeed, express ideas, and understand his/her emotions and to attain skills to control them.
4. Provide opportunities for math, science, literacy and social science.
5. Increase attention span and follow simple directions.
6. Foster creativity and self-expression through art, music, and dramatic play.
7. Develop small motor skills by using scissors, glue, clay, blocks, puzzles, beads, pegs, etc.
8. Develop large motor skills through group games and outdoor activities.
9. Stimulate and encourage curiosity and provide opportunities for problem solving.
10. Encourage children to take care of their own needs with support from adults.

### **BRIGHT AND EARLY NORTH DAKOTA**

ECC goes above and beyond by being a Bright and Early North Dakota center. If you are interested in learning more about this rating please visit [www.brightnd.org](http://www.brightnd.org).

**HOURS OF OPERATION**

Elim Children's Center is open from **6:45am to 5:45pm Monday through Friday**. Full time children have a maximum of 10 hours they are allowed to be at the center for one day. Parents are expected to drop off and pick up their children at their pre-arranged scheduled time.

**SCHEDULED CENTER CLOSURES**

Days the center is closed

- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day as well as the Friday after
- Christmas Eve
- Christmas Day
- New Year's Day
- Teacher Development Days

There are days when ECC is open with a reservation only. This means that if there are less than seven children signed up to attend - ECC will be closed that day.

**TEACHER DEVELOPMENT DAYS**

We will be closed for two Teacher in-service / work days each year. This day is the Thursday and Friday before the Labor Day weekend. **All Teacher Development Days will be scheduled one year in advance.**

**WINTER / STORM POLICY**

We base our closings on the Fargo Public Schools (FPS). If school is out of session for a non-school day an independent decision will be made about closing. There will be a message send via Brightwheel as well as an announcement on [www.wday.com](http://www.wday.com) and [www.inforum.com](http://www.inforum.com).

FPS is closed = ECC is closed

FPS closes early = ECC will close within one hour of FPS

FPS delayed one hour = ECC opens at 8:00 – Please call to ensure there are teachers on site.

FPS delayed two hours = ECC opens at 9:00 – Please call to ensure there are teachers on site.

**EDEN ALTERNATIVE**

Elim Rehab and Care center supports the philosophy of the Eden Alternative. The Eden Alternative shows how companionship, the opportunity to give meaningful care to other living things, and the variety and spontaneity that mark an enlivened environment, can succeed where pills and therapies often fail. Places that have adopted the Eden Alternative typically are filled with plants, animals, and children. Studies show that implementation of The Eden Alternative is a powerful tool for improving quality of life and quality of care for those living in nursing homes. For more information on the Eden Alternative visit [www.edenalt.org](http://www.edenalt.org).

**ECC TEACHERS**

Elim Children's Center employs teachers who have a BS or Associate degree in Early Childhood Education, Child Development, or Child Development Associate (CDA), as well as previous experience. In addition to this formal training, teachers are required to complete continuing education each year, as well as maintain certification in CPR and First Aid.

**ECC DIRECTOR**

Elim Children's Center Director must have a BS in Early Childhood Education, Education Administration, or related field as well as a National Director Credential from an accredited institution. It is preferred that the director have classroom experience. In addition, the director must continue his/her education each year with a specific number of credits. The director must maintain certification in First Aid and CPR.

**TEACHER AIDES / SUBSTITUTE TEACHERS**

There will be times in which a substitute teacher is required. Each substitute will be pre-screened and receive orientation before spending time in a classroom. You will be notified of a substitute teacher in your child's classroom via Brightwheel.

## CHILD CARE REGULATIONS

- 1.) **Early Childhood Services** – Elim Children's Center is licensed by the state of North Dakota. We are licensed for 43 children between the ages of 18 months and 10 years of age. Our county licensor is DeDe Weinckowski.
- 2.) **Child Abuse and Neglect Law** – North Dakota state law mandates employees of Elim Children's Center to report any suspected abuse or neglect of children. A written report will be filed with Cass County Social Services after the initial phone report and other steps will be followed if needed.
- 3.) **Health** – ECC will have annual health and sanitation inspections completed by an environmental health practitioner through Fargo Public Health. We follow guidelines as suggested by National Health and Safety Standards: Guidelines for out-of-home child care programs.
- 4.) **Emergency Procedures** – In case of a tornado warning, the children will be sheltered in the nearest available windowless rooms. Tornado drills are scheduled throughout the summer months. Fire evacuation routes are posted in each classroom and fire drills are held once a month.
- 5.) **Privacy Policy** – Children's records are open only to the child's teacher, director, an authorized agent of the licensing agency, and persons who possess a written authorization form, from the child's parent or legal guardian and Officers of the law or Cass County Social Service.
- 6.) **Internet Privacy Policy** – In addition to our above privacy policy, we have adopted this Internet Privacy Policy to protect the privacy of our families. We will not share any information on the Internet about the current or past children and families enrolled in our program without written permission of the parents. Parents will have the opportunity to choose to give permission on the Parent Consent Form in the admission materials.

## ENROLLMENT

Enrollment is open to any child ages 2 years through 3<sup>rd</sup> grade. School age care is only provided during the summer months. Elim Children's Center does not discriminate on the basis of race, religion, color, sex, or national origin.

**The following will need to be completed at least 1 month prior to attendance.**

- Registration Form
- Health Information
- Immunizations
- Certified Birth Certificate
- Parent Consent Form
- Child Enrollment Form – CACFP
- Application for Free and Reduced Meals – CACFP
  - If you don't qualify – please indicate that at the top of the form with “Do Not Qualify”
- Getting Acquainted
- Divorced / Separated Parents need to turn in documentation of custody before the first day of care.

All enrollment forms will be kept in your child's file. Files will be updated annually. If information needs to be updated at any other point, it is the parent's responsibility to notify the ECC director in writing. Please keep ECC informed if there is a change in marital status or parental custody.

### **TRIAL PERIOD**

Each child will have a 20 day trial period (days in actual attendance). The director, the child's teacher or the child's parents may decide that ECC is not the right fit. Care may be terminated immediately with payment due only for time attended.

### **CHECKING IN AND OUT**

Parents are responsible for checking their children in and out every day on the iPad. ***If this is not done, we will sign your child in at 6:45am and out at 5:45pm.*** This is regardless of actual arrival and departure times. You will be charged accordingly if we have to check your child in/out and it's over 10 hours. It is also necessary to check your child in/out in order for Elim children's center to receive state funding from the Child and Adult Care Food and Nutrition Food Program.

### **NOTIFICATION OF WITHDRAWAL**

A two week written notice is required when you withdraw your child from ECC. Parents are responsible for tuition for the two weeks after the notice is given, regardless of whether or not your child attends ECC during that time.

### **SPECIAL NEEDS**

Children with special needs are more than welcome at Elim Children's Center. However, parents will need to discuss the needs of the child with the director before enrollment to ensure we are able to meet the needs of the child. A copy of a signed IEP or care plan is needed upon enrollment.

### **ADVENTURE KIDS – SCHOOL AGE PROGRAM**

School age care is provided during the summer months. The children in this group range in age from 4 – 10. Children can attend until they start 4<sup>th</sup> grade. Their days are filled with free play, structured activities, and field trips. They spend time with the residents playing and singing. The majority of the days are spent outdoors.

## FEES / BILLING PROCEDURES

### REGISTRATION FEE

A \$100 non-refundable fee will be required when enrolling your child. School age summer registration fee is \$50.

### TUITION

Tuition covers meals/snack, teacher wages and benefits, utilities, rent, general supplies, housekeeping, maintenance, etc.

### PAYMENT POLICY

Bills for tuition will be emailed (to the email address indicated on the registration form) at the beginning of each month. **Payment is due in full by the 25<sup>th</sup> of the month.** Please keep in mind that we have reserved the space for your child according to your prearranged schedule. Payment is expected regardless of attendance. Full tuition is charged for all vacation and storm days.

### PAYMENT TYPES

Payments may be made with cash, check (payable to ECC or Elim Children's Center) or through Automatic Withdrawal (ACH) from your bank. Elim employees may have the tuition taken out of their paycheck.

Payments may be put in the box outside of the director's office or mail to ECC – 3534 University Drive S. Fargo, ND 58104

### LATE PAYMENTS

If payments are not paid in full by the 25<sup>th</sup> of the month a \$25 late fee will be assessed. If the charges are not paid in full by the last day of the month, services will be terminated. We reserve the right to take legal action.

### ADDITIONAL FEES

A monthly activity fee of \$12/child will be charged. This fee covers Brightwheel (family communication app), Teaching Strategies Gold curriculum and assessment, TNT Kid's Fitness program, Special music class, as well as the replacement of outdated and broken toys and materials, and special events (Christmas program, family picnic in July).

*\*Please note that we do not do fundraisers – this fee is a way for us to acquire additional funds for special events and activities.*

### LATE PICK-UP

**The center closes promptly at 5:45 pm.** Please keep in mind that you must pick up your child and plan to leave the classrooms by this time. Once the center closes (5:45pm) you will be charged **\$2.00 per minute** until you and your child have exited the center. If you leave the classroom after 6 pm you will be charged an additional \$20 on top of the \$2/minute.

*Remember your child anticipates your arrival. A child can become worried and anxious if his classmates have all been picked up and his parent has not yet arrived. In addition, teachers who have put in a full day are inconvenienced. They are ready to leave and return to their families and carry out their personal plans for the evening. We, therefore, strongly advise parents to abide by the closing schedule – not doing so will result in termination of services*

### LEAVE OF ABSENCE

When we agree to hold an opening we give up the right to fill that spot and receive tuition. For this reason a non-refundable holding fee is required if you wish to “take time off.”

- This fee is **75% of the tuition** for the spot we're holding.
- For example, if your child goes from full time to part time for the summer but, is planning to be back to full time in the fall you will be charged 75% of the full time rate for the coming fall to hold the spot.
- A leave of absence is considered 60+ days, anything less than that will be charged the regular tuition rate.

**HOLDING FEE – EARLY ENROLLMENT**

When you enroll 60+ days before your child's official start date you are required to pay for the first week of care plus the \$100 registration fee. The payment for the first week of care will be credited to first month's tuition.

## SCHEDULES

**SCHEDULES**

Parents must submit a weekly schedule at the time of enrollment. If you drop off 15 minutes earlier than your scheduled time and/or pick up later than 15 minutes after your scheduled time without prior arrangement you will be charged an **additional \$5**. If you need to change your child's schedule it needs to be in writing one week prior to the change to ensure proper staffing. We understand that unforeseen circumstances may happen from time to time. If you need an early drop off or late pick up please call in advance to avoid extra fees.

**SCHEDULE CHANGES**

Families may not substitute different hours once a schedule has been established. Each family is responsible for their contracted hours - unless the change is requested at least one week in advance and approved by the director.

Although you may not switch your scheduled hours on any given day, or switch one day for another, you do have the option of requesting additional hours as needed. These requests will be granted **if space is available** in your child's classroom. All 'extra' hours will be charged at the regular rate plus 10% (i.e. if the regular fee for the hours requested is \$26.00, the charge for extra care would be \$28.60)

**PART TIME SCHEDULES**

- There are two part time options – Monday, Wednesday, Friday OR Tuesday, Thursday.
- Anything over 3 days a week will be charged full-time rate (4 day schedules pay full rate)
- In general, part-time schedules are granted to families that are able to match with another part-time schedule. If one of the two schedules changes, the other may also need to change.
- Part-time families are committed to their set days. Days cannot be swapped. Any additional days will need to be approved by the director and subject to an additional 10% administrative charge for that day.
- We do not offer a half day rate however; half day schedules are welcome and charged the full rate.
- **Elim Rehab and Care Center Staff** – 12 hour shift nursing staff are required to pay the full time rate unless someone from the opposite team has a child of the same age. In the case of a shared spot both families will pay a part time rate.

**WAITING LIST**

The director will maintain a waiting list. Parents wanting to be added to the waiting list will be given an application to complete before being put on the list. Parents on the waiting list will be notified when an opening becomes available. Completing an application does not guarantee a space will be available when needed. Enrolled families and Elim employees will have priority on the waiting list.

## CENTER-WIDE POLICIES AND PROCEDURES

### **NOTIFICATION OF ABSENCES**

We appreciate a phone call or a message on BRIGHTWHEEL (see page 19 for more information) when children will be absent from the center so that we can better plan for the learning activities and meals. If your child is absent due to illness, please let us know.

### **RELEASE OF A CHILD**

**CHILDREN WILL ONLY BE RELEASED TO THOSE PERSONS LISTED ON THE “REGISTRATION FORM.”** Any unfamiliar face will be asked to show identification. If someone other than a parent will be picking up please fill out an **“Authorized Alternate Pick-up Form.”** A child will not be released to anyone under the age of 18. All people dropping off and/or picking your child up will be entered into the Brightwheel app. This will give them access to check your child in or out.

### **SAFE DEPARTURE POLICY**

If we are concerned for the safety or well-being of your child, we will inform you of our concern and call another person on your authorized pick up list to pick up your child.

If we are concerned for your child's safety when a person on your authorized pick up list picks up your child, we will phone you immediately and/or call another person on your Authorized list to pick up your child.

### **ARRIVAL/DEPARTURE**

1. You are required to check your child in/out at arrival and departure on the classroom iPad.
2. All children need to wash their hands upon arrival each day. Please assist your child with this before leaving each morning.
3. Please send any important information we need to know about your child via email or through the Brightwheel app. **WE WILL NOT BE RESPONSIBLE FOR ANY INFORMATION NOT IN WRITING.**
4. UPON ARRIVAL – Please assist your child with handwashing.
5. Please check your child's cubby each day before leaving. Take home artwork, papers, or soiled clothing. Remember to bring another set of clothes for your child the following day.
6. If your child needs an extra few minutes at the end of the day to make the transition to go home, please arrive a few minutes early so the classrooms can be closed at 5:45 pm. If you have not exited the classrooms by 5:45 pm late fees will apply.

### **PARENT/CHILD SEPARATION**

It is not unusual for a child to become teary when separating from a parent. Remember, this is a new environment with new faces. A child is bound to feel a little uncomfortable. Be encouraging. Your smile, eyes and body language communicate a lot. If a child senses any type of apprehension on your part, this enhances their own feeling of uncertainty. Separation is often harder on the parents than the child.

### **CELL PHONE USE**

We ask that parents **leave cell phones in the car** during drop off and pick up. It is important that your child is your focus during these times.

### **STORAGE OF PERSONAL BELONGINGS**

Each child will have a locker and cubby in their classroom. Your child's outdoor clothing can be hung in his/her locker and the extra clothes can be placed in the bottom cubby space. Each child is asked to bring a 15 Qt. container to store rest time things in a sanitary way (see rest time for more information).

### **TRANSITIONS**

The children will transition to the next classroom at the beginning of September. We try to move the groups of children together according to when they will begin Kindergarten.

**PARKING**

You are welcome to park in the north circle drive to drop off and pick up but, please be courteous and pull up as far as you can to allow for others to park as well. Using this door will require a security code that you will receive upon enrollment. **Children should NEVER enter the code for the parents!** This door is locked for safety reasons and allowing a child to know the code defeats the purpose of the locked door.

**CLOTHING**

Clothing children wear to the center should be comfortable as well as easy to put on and take off. **Please send your child in play clothes.** We offer art activities, water, sand, and outdoor play, so children need to wear clothing that allows them to move about freely and get dirty. Teachers cannot be responsible for keeping your child's 'good' clothes clean throughout a busy day.

Every child needs to have **two of the following labeled with their name**; pants, shirts, underpants and socks. Please check periodically to make sure they are seasonally appropriate and still fit your child. It is also important to replace items once they are used.

ECC clothing that is borrowed should be washed and returned as soon as possible.

**DIAPERS AND WIPES**

Children in the Ladybug classroom (two and three year olds) need to supply diapers and wipes for your child. The diapers you purchase will only be used on your child. The wipes are used as community wipes for all of the children in diapers. If you'd rather the wipes you purchase be used only for your child please let them know.

**ITEMS BROUGHT FROM HOME**

Our center maintains a generous supply of materials, toys, and equipment for the children to use. Therefore, children are asked to keep toys at home unless they are requested by the teacher for show and tell or special days. This helps us to avoid hurt feelings if an item is lost or broken. Teachers cannot be responsible for personal possessions, such as toys, that children choose to bring to school. Please be respectful of this policy and help your child to understand that their toys belong at home.

**FIELD TRIPS**

Children will be transported from time to time for field trips or other activities. **Written permission will be obtained in advance from parents before any child is allowed to participate in a field trip.** Child/Adult ratios will be maintained at all times to ensure the safety of the children. The driver shall be in compliance with all regulations and insured at all times. Each teacher has completed a four hour defensive driving course to be in compliance with corporate policies.

**COLLEGE STUDENTS**

ECC supports the education of future teachers by providing the opportunity for area college students to gain hands-on experience under close supervision.

**HOLIDAYS**

Halloween: NO ghoulish, scary, or costumes with weapons allowed. We will have a party around the time of Halloween with a costume parade around Elim, games and treats.

Christmas: The Christmas Program and Open House take place before Christmas each year in the Elim Chapel. All of the classrooms participate with songs and stories. After the program everyone is welcome to tour the classrooms, eat goodies, and socialize with the other families.

Valentine's Day: Valentine's Day is celebrated with a party in each classroom. Each child is welcome to bring Valentine's for their friends.

Birthdays: Parents are welcome to bring a special snack for their child to celebrate his/her birthday. We ask that you try to keep the snack nutritious (fruit, popsicles, muffins), but ultimately we will leave this up to individual families. Due to licensing regulations, **birthday treats must be 'store bought.'** Any food brought in for a birthday snack must arrive unopened, as it was packaged by the bakery or store where it was purchased or we regretfully have to turn it away.



**THE IMPORTANCE OF REST TIME**

Information taken from kidshealth.org

Nap. It's a small word, but for a child it's a hugely important one. Why? Sleep is a major requirement for good health, and for young kids to get enough of it, some daytime sleep is usually needed. Crucial physical and mental development occurs in early childhood, and naps provide much-needed downtime for growth and rejuvenation.

Rest time is from approx. 12:00 – 2:30. It varies in each classroom. It is not necessary for a child to sleep during rest time, but they must lie down and rest quietly. After a reasonable length of time, the child may read or play at various other quiet activities offered.

The teachers will rub the children's backs if the children want them to. Relaxing music is also played. If you have any objections to this or any suggestions for your child's relaxation, please let us know.

Please provide a 15 Qt. container, 2 crib sheets, and a blanket to cover mats at rest-time. All rest items MUST fit in this container to prevent the spread of possible illness. The items should be taken home every Friday to be washed and brought back on Monday mornings. Please label your child's rest items with his/her name or initials.

**SCREEN TIME**

We believe that screen time is about the QUALITY rather than the quantity. Each classroom has an iPad and they are encouraged to use it daily. We believe in teaching children about technology as a life skill. We encourage them to see the iPad as a tool – just as the blocks in the block center and markers and paper in the art center.

**The iPad is used in the following ways:**

- In groups of two or more – the iPad is NOT a solitary activity. When used in this way it promotes social emotional development.
- All games are tested (played) by the teachers and/or director before introducing it to the group. The games are developmentally appropriate and open-ended. They have been reviewed and recommended by The Fred Rogers Institute and Technology and Early Childhood (TEC).
- Travel to faraway places on virtual field trips or observe animals at a zoo.
- Tool to research topics of interest or curiosity
- As a form of communication with families and a way to document your child's day.
- To encourage children's emerging technology skills

**LIABILITY INSURANCE**

Elim Children's Center carries liability insurance through the American Agency, Inc. as it is a requirement. This insurance is secondary to your insurance which will be required to cover injuries for each child.

## MEALS

Elim Children's Center participates in the USDA Child and Adult Food Program (CACFP). This program provides national standards for food preparation and service. We strive to go above and beyond the standards in the following ways:

### FOOD GUIDELINES

- Foods from all food groups are served every day.
- Breakfast includes a fruit, grain, and a serving of milk
- Lunch includes a serving of fruit, vegetables, grain, meat, and milk
- Snack includes two of the following components; grain, fruit, vegetable, meat, and/or milk.
- Whole Grains are served daily
- Grain based desserts such as cookies, granola bars, cereal bars, etc. are not served.
- Whole milk is served to children under the age of two. Children aged two and up are served skim milk.

### BEVERAGES

- Water is available throughout the day.
- 100% fruit juice is served no more than once a day.
- Whole milk is provided for children younger than 2 years of age.
- Children age 2 and up are served skim or low-fat milk.

### MEAL TIME ENVIRONMENT

- Meals in the Early PreK room and PreK room are served family style.
- Teachers eat meals with the children to model healthy eating habits.
- Children are encouraged to try new foods, but will never be forced or bribed to eat anything.
- Food is not offered as a reward. (except for a small treat when potty training 😊)

### NUTRITION EDUCATION

- In addition to offering nutritious foods, our program also teaches children about healthy foods through activities during story time and special theme units throughout the year.

### PROFESSIONAL DEVELOPMENT

- The director attends a training each year on nutrition to ensure we are up-to-date with the latest information.
- The director educates the teaching staff on the latest nutrition information and guidelines as well as ethics training as required by CACFP.

### MEAL TIMES

We serve breakfast, lunch and snacks to all children. **Food from home is not allowed.**

- **Breakfast** is served between 8:30 – 9:00 in each classroom.
- **Lunch** is served at 11:00/11:15 am.
- **Snack** is served at approximately 3:00 pm.

### FOOD SUBSTITUTES

We are required by CACFP to provide all of the required meals throughout the day for children enrolled in our program. This means that parents are not allowed to restrict their child's diet while they are at the center based on a child's dislikes or presumed allergies. We do, however, allow food substitutes based on medical or religious reasons. Any child requiring a special diet due to medical reasons must complete the form regarding food allergies. Specific foods to be avoided must be listed on this form and it MUST be signed by a medical doctor. Unless we have a doctor's note, your child will be served all of our food components (including milk).

### MENUS

A menu will be emailed at the beginning of each menu cycle. The meals are planned with nutrition, kid-friendly, and budget in mind. We try to incorporate as many fresh – made from scratch meals as possible as well as new foods for the children to try. If you have any meal or snack suggestions we'd be happy to consider them for our next menu.

## CLASSROOM INFORMATION

We use **Learn Every Day and Teaching Strategies Gold** in all three of our classrooms. This curriculum was designed and written to provide a platform for implementing developmentally appropriate curriculum for infants, toddlers, and preschoolers. This is a child-oriented, developmentally appropriate curriculum where children learn through play and the exploration of their environment. Children have the opportunity to become independent and successful in this early learning environment, begin to successfully solve problems and learn to express their ideas and feelings.

### **Toddler Classroom (ages 18 months – 3 years) – THE LADYBUG FRIENDS**

**Ratio:** This classroom has two full time teachers with a maximum of 10 children.

**Daily Schedule:** This classroom follows a loosely structured schedule – the schedule is posted in the classroom.

**Curriculum:** *Learn Every Day: Infant and Toddler Curriculum*

**Assessment Tool:** *Teaching Strategies Gold* – is a research based system with 38 objectives that include the predictors of school success and are aligned with the North Dakota Early Learning Standards.

**About:** As with all of our classrooms - the children learn through experiences and exploration, as well as real life every day happenings. Toddlers are guided through play to learn self-help skills, social skills, as well as basic letter, number, shape, and color concepts. They have opportunities to explore sensory experiences through touch, taste, smell, listening and sight. Each day is filled with spontaneous learning opportunities that take place in both the classroom and throughout the building when interacting with the residents and facility pets.

### **Potty Training**

We require pull-ups to start potty training for sanitary reasons. Then after one full week of being accident free **and** when the child can tell us they have to go potty they may try regular underpants. Please make sure they have enough changes of clothing here during this time. Also, make sure they are wearing clothes that are easily pulled up and down. **No** overalls, belts, onesies, zippers, buttons/snaps. An elastic waist is the best for kids and gives them a feeling of independence when they can pull them up or down by themselves.

### **Early Preschool Classroom (3 – 4 years) – THE EARLY EXPLORERS**

**Ratio:** This classroom has one full time teacher with a maximum of 10 children.

**Daily Schedule:** This classroom has a structured schedule. It is posted in the classroom.

**Curriculum:** *Learn Every Day: Preschool Curriculum*

**Assessment Tool:** *Teaching Strategies Gold* – is a research based system with 38 objectives that include the predictors of school success and are aligned with the North Dakota Early Learning Standards\*.

**About:** This classroom is the first step in our preschool program. The children in this classroom learn through large and small group hands-on activities and experiences. They begin to have a longer attention span and are able to concentrate on activities for longer periods of time. They begin to work on early writing and scissors skills as well as number, letter, color and shape recognition. The teacher in this classroom makes sure the children have many real world learning opportunities through dramatic play and science and math. We believe It's important that children of this age have time to create, explore, and pretend every single day.

### **Preschool Classroom (4 – 5 years) – THE PRESCHOOL PANDAS**

**Ratio:** This classroom has one full time teacher with a maximum of 12 preschool children or 15 schoolagers

**Daily Schedule:** This classroom has a structured schedule. It is posted on the bulletin board outside of the room.

**Curriculum:** *Learn Every Day: Preschool Curriculum and Handwriting Without Tears*

**Assessment Tool:** *Teaching Strategies Gold* – It is a research based system with 38 objectives that include the predictors of school success and are aligned with the North Dakota Early Learning Standards\*.

**About:** The teacher in this classroom guides the children in learning all of the kindergarten readiness skills they need before starting school. There are planned large group activities and games as well as scheduled small group learning circles with the teacher. They have opportunities to work on writing skills at the art center, social skills at the dramatic play center and have many hands-on experiences in the math and science centers. We believe that through play children are able to discover, pretend, test, classify, organize, and interact with others. The preschool children are encouraged to problem solve with their friends and to become independent in daily routines.

### **ADDITIONAL ACTIVITIES**

- Chapel Services – the preschool classes\* attend chapel services with the residents.
- Resident Activities – Case Managers from Elim Care take a few children from each classroom to participate in activities and visit with residents.
- Cherished Lane – each of the classrooms visit our memory care neighborhood once a week.
- Music Class – every other week a certified music teacher comes in to work with the preschool classes.
- TNT Kids Fitness Mobile Movement Lab – every other week the children in the preschool classes participate in movement activities such as gymnastics.

\*Preschool classes = early preschool and preschool

### **CLASSROOM PHILOSOPHY**

Because our program is designed to maximize individual development and promote developmentally appropriate practices, our activities focus on the process of learning. Therefore, **the emphasis is on the experiences the children have rather than the results of those experiences.** For example, painting is more important than what has been painted. Each child has his or her own set of possibilities and we help those possibilities unfold. Days are filled with planned and spontaneous moments of learning. There is time allowed for active outdoor play, imaginative games, independent discoveries, and group activities.

\*If you are interested in receiving a copy of the North Dakota Early Learning standards/guidelines please let the director know.

### **PARENT VISITS**

Parents are welcome to visit ECC at any time, but keep in mind that it may be difficult for a young child to cope with separating from a parent for a second time during the day. Children typically assume they will be picked up from the center anytime they see their parent. It is difficult for them to understand that, although you are leaving, they are expected to stay.

### **PARENT PARTICIPATION**

Parents are welcome and encouraged to participate in the classroom. We ask that arrangements be made in advance with the teacher so plans can be made to utilize parent availability. It is also important to limit the number of parents in the classroom on a given day. Please make other arrangements for siblings while you are volunteering at school.

### **CONFERENCES**

Parents are invited to speak with classroom teachers or a director at any time concerning center matters or your child's development. It is best to talk directly to your child's teacher if you have concerns regarding your child or your child's classroom and directly to a director if you have concerns about a staff member, center policy, or procedure.

Conferences are offered twice a year.

### **HOME-SCHOOL COMMUNICATION**

We value our relationship and communication with parents, as we serve as partners in the care of your child. We encourage you to let us know anything that might help us work with your child – a move, developmental or medical needs, birth of a baby, divorce or separations, death in the family, a new pet, etc. all are examples of information that can be helpful to us.

- **Parent Information Boards:**  
There is a parent information board for each classroom. You will find the following posted on this board:
  - Weekly Lesson Plan
  - Menu
  - Class List
  - Daily Schedule
  - Important announcements and/or requests
- **Classroom White Boards:**

Each teacher takes time to write weekly happenings on the white board. These make excellent topics to talk about with your child – either at the time of pick up or on the ride home. You can see what your child did before entering the classroom so, upon entering you can engage your child by saying, “Hi Jonny, I see you practiced with a scissors today. Did you cut straight lines or curvy lines?” Or “I see you played outside today. Did you ride the bikes or play in the sandbox?” It’s a great way to get a conversation started.

- **BRIGHTWHEEL**

BRIGHTWHEEL is an app that we use to communicate daily information with parents. Apple and Android devices can download the app for easy viewing of a child's information. Microsoft phones are not compatible with this app at this time. If you have a Microsoft device you can check your child's daily note by visiting [www.mybrightwheel.com](http://www.mybrightwheel.com). Upon enrollment each family will receive an ID number that is specific to only their child. More information about BRIGHTWHEEL is included in the registration folder.

- **Monthly Center Newsletter:**

A monthly newsletter is distributed to provide information concerning curriculum, policies, announcements, and general information. Please read these newsletters so you can remain informed about center policies and procedures. Important information regarding billing and enrollment are always included in newsletters. Newsletters are emailed at the beginning of each month.

## CONSCIOUS DISCIPLINE

### **WHAT IS CONSCIOUS DISCIPLINE?**

Conscious Discipline is a comprehensive classroom management program and a social-emotional curriculum. It is based on current brain research, child development information, and developmentally appropriate practices.

Conscious Discipline promotes a positive relationship-based community in our classrooms through the "School Family." Each member of the family—both teachers and children—learn the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others.

Conscious Discipline empowers teachers and other adults with the Seven Powers for Self Control.

### **THE SEVEN POWERS OF SELF CONTROL**

- Perception – No one can make you mad without your permission
- Unity – We are all in this together
- Love – See the best in others
- Attention – What you focus on, you get more of
- Acceptance – The moment is as it is
- Free Will – The only person you can make change is yourself
- Intention – Mistakes are opportunities to learn

These powers allow teachers to draw from within themselves to become proactive instead of reactive during moments of conflict. Teachers stay in control and positively influence children.

Self-control is not pretending to be calm in difficult moments. Self-control is the ability to reach out and empathize with others; to accept and celebrate differences; to communicate feelings directly; resolve conflicts in constructive ways; and to enjoy becoming a contributing member of a community.

From the beliefs instilled with the Seven Powers for Self Control emerge the Seven Basic Skills of Discipline.

### **THE SEVEN BASIC SKILLS OF DISCIPLINE**

- Composure – Being the person you want others to become
- Encouragement – Building a school family
- Assertiveness – Saying "no" and being heard: setting limits respectfully
- Choices – Building self-esteem and willpower
- Positive Intent – Creating teachable moments, turning conflict into cooperation
- Empathy – Handling the fussing and the fits
- Consequences – Helping children learn from their mistakes.

These skills change how adults respond to conflict. Through the Powers and Skills, adults stay in control of themselves and in charge of children.

As adults begin to change their attitudes and behaviors, so will the children in their care. We cannot teach behaviors and skills that we do not possess ourselves.

### **TEN "TO DOS" FOR CONSCIOUS DISCIPLINE**

1) Tell children what to do

**Principle:** What you focus on, you get more of.

**Application:** Instead of saying, "No pushing, you know better than to push your brother, pushing is not nice," say, "When you want your brother to move say, 'Move please.' Tell him now." Focus on what you want your children to do!

2) Give children useable information, especially when you are upset. Focus on what you DO want.

**Principle:** When you are upset you are always focused on what you don't want.

**Application:** Instead of saying, "Why isn't this homework done? Do you want to fail? How many times do we have to go over this?" you could say, "You can start with your math homework or reading. Which is best for you?"

3) Help children to be successful instead of attempting to make or get them to behave.

**Principle:** The only person you can make change is yourself.

**Application:** How often have we attempted to make a smoker quit smoking or growing child eat her peas? There is a better way. Instead of asking yourself, "How am I going to get my child to stay in bed," ask yourself, "How am I going to help my child be more likely to choose to stay in her bed?" The first question will give you manipulative, coercive answers. The second question will give you creative, cooperative solutions.

4) Use your children as resources to solve their own problems.

**Principle:** Two heads are better than one.

**Application:** Instead of you trying to figure out what needs to be done, ask your children for input. You could say, "What would help you finish your homework by 8:00 p.m.?" Help children solve their problems themselves.

5) Put your children on your "to do list" and spend time enjoying them.

**Principle:** The motivation to behave comes from being in relationship with one another.

**Application:** When a child says, "I don't care," she is really saying, "I don't feel cared for." Cooperation comes from connection. If your child chronically refuses to listen or tells you they don't care, then you must start by rebuilding your relationship and rekindling family rituals.

6) Encourage your children during wonderful times and tough times. Do not attempt to get children to feel bad in order to behave better.

**Principle:** Encouragement empowers.

**Application:** Be your children's cheerleader. Constantly tell them, "You did it," "Way to go," "Look at you," or "Good for you." When your children are struggling you might say, "I believe in you, you can do this."

7) Take back your power. You are in charge.

**Principle:** Whoever you believe to be in charge of your feelings, you have placed in charge of you.

**Application:** Instead of saying, "Don't make me have to pull this car over," say, "I'm going to pull this car over until the seatbelts are fastened and everyone is safe." Instead of saying, "You drive me nuts," say, "I'm going to take a few deep breaths and calm myself down. Then I will talk to you." When children refuse to do what you ask state, "I'm going to show you what I want you to do." Then help them be successful.

8) Become the person you want your children to be.

**Principle:** We must discipline ourselves first and our children second.

**Application:** Instead of screaming, "You better get control of yourself right now," take a deep breath and calm yourself down. Be a S.T.A.R. (Smile, Take a deep breath, And Relax). Become what you want your child to be. If you want calmness, demonstrate how to be calm.

9) Do not save your children from the consequences of their actions.

**Principle:** Psychological pain is a signal to make changes in your life.

**Application:** Help your child handle disappointing choices. Offer empathy instead of lectures after poor choices. Instead of saying, "I told you not to take that picture to school. It's your own fault it got torn in half. That is what you get for not listening to me," say, "How disappointing for you. I know how important that picture was to you." Empathy allows children to take responsibility for their actions, while lecturing allows them to blame you for their distress.

10) Teach children how to handle their conflicts instead of punishing them for not knowing how.

**Principle:** Conflict is an opportunity to teach.

**Application:** When one child comes to you tattling on the other, use these moments to teach life skills. When one sibling says, "He pushed me," you say, "Did you like it?" The child will likely say, "No!" At this point you can say, "Go tell your brother, 'I don't like it when you push me.'" Use these intrusive episodes as a way to teach assertiveness skills to your children.

## **CONCERNING BEHAVIORS**

Even when we do everything we can to work with a child; however, if there are continual discipline problems with severe disruptive or aggressive behaviors, the parent(s) will be called in for a conference with the teacher(s) and director. Our goal is to work together to help your child. If needed, you may be given a referral for an evaluation. Parents **must** be cooperative with our efforts to seek assistance or additional services for their child. If a parent is not supportive or cooperative with our efforts, we maintain the right to discontinue care. It is never our goal to discontinue care, but that will be our final option if we do not feel we are meeting the individual needs of a child/family or if the child's behavior is creating an unsafe environment for himself or others. Each situation will be evaluated on an individual basis and the final determination regarding a child's enrollment status will be made by the center director.

ECC has a responsibility to protect the safety of all of the children as well as staff and volunteers. Therefore the following procedure will be followed if a child exhibits concerning behavior.

- Staff will record the behavior of the child and staff response to the behavior in an effort to find patterns of both problems and solutions. The log will be shared with the parents.
- Staff will work with the parents to find successful methods to address the unacceptable behavior.
- If the behavior persists despite the plan, Elim Children's Center may not be the right fit and the contract for care will be terminated.

No child will be punished by corporal punishment or verbal abuse. Please keep in mind, **this policy also applies to parents**. Children may not be yelled at, spanked, or threatened to be spanked while at ECC.

## **UNDERSTANDING AND RESPONDING TO CHILDREN WHO BITE**

*Information from National Association for the Education of Young Children*

Biting is a typical behavior often seen in infants, toddlers, and 2-year olds. As children mature, gain self-control, and develop problem-solving skills, they usually outgrow this behavior. While not uncommon, biting can be an upsetting and potentially harmful behavior. It's best to discourage it from the very first episode.

**Why do young children bite?** Some children bite instinctively, because they have not developed self-control. For example, when 3-year-old Marcus grabs a doll from his 2-year-old sister Gina, her first response is to bite him and grab the doll. She doesn't stop to think about other ways to act or the result of her actions. But there are many other reasons why children may bite.

### **A child might bite to:**

- Relieve pain from teething.
- Explore cause and effect ("What happens when I bite?").
- Experience the sensation of biting.
- Satisfy a need for oral-motor stimulation.
- Imitate other children and adults.
- Feel strong and in control.
- Get attention.
- Act in self-defense.
- Communicate needs and desires, such as hunger or fatigue.
- Communicate or express difficult feelings, such as frustration, anger, confusion, or fear ("There are too many people here and I feel cramped").

### **What can teachers AND families do to prevent biting?**

There are a variety of things that families can do to prevent biting. It helps to

- Have age-appropriate expectations for your child's behavior based on his or her current skills and abilities.
- Make sure your child's schedule, routines, and transitions are predictable and consistent. At meal and bedtimes, try to do things in the same way and at the same times. Young children thrive when they know what will happen next.
- Offer activities and materials that allow your child to relax and release tension. Some children like yoga or deep breathing. Offer play dough, foam balls, bubbles, soft music, and other stress-reducing items.
- Provide items to bite, such as teething rings or clean, wet, cold washcloths stored in the refrigerator. This helps children learn what they can bite safely, without hurting anyone else.



**How we respond to a biting event**

While every situation is different, here are our guidelines for responding when a child bites.

If you see the biting incident, move quickly to the scene and get down to children's level. First respond to the child who was bitten using Conscious Discipline.

- a. Perform first aid first if needed.
- b. Address the biter by saying "Biting hurts! Use your teeth for biting into food." Then immediately ask the child who was bitten...
- c. Ask the child "Did you like it?" When the child says "no." Give that child the assertive language to respond to the biter. For example, "Tell Raymond you don't like it when he bites. It hurts."
- d. Tell the child who bit – "Look at Ariel's face. She is sad. Biting hurts. Use your teeth for biting food."
- e. We do not insist that the child apologize. We ask the biter "Is there something you can do to help Ariel feel better?"

**Strategies we use to help a child overcome a habit of biting?**

Here are some strategies for addressing a child's biting habit.

- Observe the child to learn where, when, and in what situations biting occurs. Sometimes teacher may need to stay close to the child to prevent biting.
- Pay attention to signals. Stay close and step in if the child seems ready to bite.
- Suggest acceptable ways to express strong feelings. Help the child learn to communicate wants and needs.
- Reinforce positive behavior by acknowledging a child's appropriate words and actions ("You didn't like it when Billy took your marker so you said, that's mine.")
- Be sure behavior expectations are age-appropriate and individually appropriate for the child. Expecting a child to do something he or she is not able to do can cause children to feel stress. Stress can lead to biting.
- Offer foods with a variety of textures to meet your child's sensory needs.
- Teach a child words for setting limits, such as "no," "stop," or "that's mine."

**EXCLUSION FROM CARE**

There may be times when the staff determines that they cannot care for a child without compromising their ability to care for the health and safety of the other children in the group. Most often this happens when a child is not able to be soothed or requires one-on-one care which we are not able to provide.

## PARENTS AT ECC

- \* Read the bulletin boards, BRIGHTWHEEL and newsletters. Important information is shared with you on a regular basis, PLEASE make the effort to read it.
- \* Value staff members and show them common courtesy. Teachers are NOT babysitters. We employ teachers who have training and education in child development. Show respect for their position as an important part of your child's development.
- \* Focus on your child when you pick him/her up. **NO CELL PHONES**. Take time to greet staff and your child and see if there is anything the teacher would like to communicate to you.
- \* Pay your tuition on time. We are providing a valuable service and deserve prompt payment. (see late payments)
- \* Be respectful and support center policies.
- \* Make sure your children follow center rules. Please don't allow them to run away from you, climb on furniture, etc. Your child's safety and well-being is our primary concern.
- \* Make sure your child is wearing easy to remove if your child is in diapers or in the process of toilet training.
- \* Keep a sick child home.
- \* Address concerns in a respectful way and to the appropriate person.
- \* Try to minimize your child's time at ECC. Most children have had a full day after 8 hours and need to re-fuel emotionally by spending time with their family. Allow them a break every now and then (a 'day off' when possible).
- \* Communicate with teachers about what's going on at home.
- \* Make sure children get a good night's rest so they are ready for their busy day.
- \* Follow your pre-arranged schedule.

### **PARENT CONCERNS**

As an early childhood center we are a community of children, parents, and teachers all interacting and sharing our lives together. In a community, people work closely together and hopefully the interactions are positive, helpful, kind, and understanding. Yet it is to be expected that from time to time, people will experience some conflict, concerns, and difficulties.

We recognize that parenting is one of the most difficult, intense, and rewarding experiences in your life. We want you to share your thoughts, hopes, and dreams for your child. You want what is best for your child, and we know it is your job to advocate and protect your child. As a staff, it is our goal to offer your family the best child care services possible. In order to meet our goal, we need your input, your suggestions, your questions and concerns

When you have a concern please remember...

- *Teachers want the parents to feel very satisfied with the care their child is receiving.*
- *Talk to the teachers directly whenever possible. If you feel comfortable, ask your child's teacher first about any concern. Teachers prefer that you talk to them directly, but they do understand if you would prefer to talk with the director*
- *Realize that if you have a concern with a teacher, the director will need to investigate and talk with the teacher directly about your concern and deal with the issue in a straightforward manner so the teacher can improve her performance and/or correct any mistakes.*

**GRIEVANCE PROCEDURE**

We believe you and your child will enjoy your experience while attending Elim Children's Center. It is best practice to have positive community relations. If you should find the need, the following procedure has been created so your concerns can be properly resolved.

This policy and its procedures are in place to address concerns and for resolving complaints. All parents and the community have the right to file a grievance and are assured freedom from discrimination, coercion, and/or reprisal in presenting such grievance.

*Definition of a grievance:* A grievance exists when a person or party is dissatisfied with how a specific issue or action taken by the program has been addressed and they request formal remedial action.

1. Discuss the problem or concern with the teacher of your child.
2. A written grievance will be given to an appropriate staff member (given the circumstances of the issue) within 14 days of the date of the issue. The written grievance must state the incident and all pertinent facts including any witnesses. The staff member in collaboration with their supervisor shall respond to the party issuing the grievance in writing within 7 working days.
3. If the grievance is not resolved in step 2; the written grievance and all responses will be forwarded to the Director for a response. A written reply must be completed within 7 working days.
4. If the grievance is not resolved in step 2; the written grievance and all responses will be forwarded to the Administrator of Elim Rehab and Care Center for a response. A written reply must be completed within 7 working days.
5. If a grievance is not settled in step 4; the grievance and all responses will be forwarded to the Chief Operating Officer. A formal meeting will take place at the earliest point possible of all parties. The meeting will include all involved parties. All facts and responses will be forwarded to the President of Elim care and the Board of Directors will render a decision. The party making the decision must follow up the decisions made in any of the above steps. Any follow up must be in writing.

## ILLNESS POLICIES

Please keep your child home if he/she has been ill during the night or in the morning and has active symptoms as listed. A child will likewise be sent home from the center when exhibiting the following symptoms. Please remember a doctor's note does not override the center policy.

### **ILLNESS GUIDELINGS**

The following outlines the recommendations for exclusion for specific diseases. For more information about any of these conditions, please visit [www.ndhealth.gov](http://www.ndhealth.gov).

**Regardless of disease, children should be excluded from care if the following is true:**

1. The staff determines the child is unwilling or unable to participate in activities.
2. The staff determines that they cannot care for the child without compromising their ability to care for the health and safety of the other children in the group.
3. The child has a fever above 100 degrees along with any of the following:
  - a. Difficulty breathing
  - b. Persistent coughing
  - c. Changes in behavior
  - d. Lethargy
  - e. Irritability or persistent crying

ECC staff will follow these guidelines to the best of their ability. **Your child will need to be picked up within the hour if he/she displays any of the following symptoms.**

**Fever:** Temperatures of 100.5 degrees and up is considered a fever.

Exclude: YES.

Readmit to care: When child has been fever free for 24 hours and the child can participate, and staff determines they can care for the child without compromising care for the other children.

**Diarrhea:** Watery and more frequent stools than is typical for that child.

Exclude: Children in diapers will be excluded from care | Toilet trained children – increased frequency exceeding 2 or more stools above what is normal for that child.

Readmit to care: When stool returns to normal.

**Rash:**

Exclude: A rash with a fever or behavior change, oozing/open wounds, has bruising not associated with injury, joint pain, unable to participate, if the area is tender, if the rash is spreading.

Readmit to care: On antibiotic medication at least 24 hours if indicated by a physician or if the rash has cleared up and the child is able to participate in daily activities.

**Vomiting:**

Exclude: If the child has vomited in the last 24 hours.

Readmit to care: 24 hours after the last time the child vomits

**Mouth sores**

Exclude: if the child is drooling, unable to participate, or if the teacher determines care of the other children will be compromised.

Readmit to care: When the drooling has stopped and the child is able to participate in group activities.

**Pink Eye:**

Exclude: No exclusion is needed unless two or more children have been diagnosed with pink eye in the facility. There is one type of pink eye that is viral and spreads easily.

Readmit to care: 12 hours after the first treatment (if treatment is given).

**Scabies:** Infestation of the skin by small insects called mites.

Exclude: YES.

Readmit to care: When treatment is complete.

**Strep Throat:**

Exclude: YES.

Readmit to care: after 24 hours of antibiotic treatment has been given and the child is fever free without the aid of fever reducing medications.

**Chickenpox:**

Exclude: YES. Chickenpox is a highly communicable illness

Readmit to care: When all blisters have scabs (usually 6 days after start of rash)

**Whooping Cough (Pertussis):**

Exclude: YES. Pertussis is highly communicable – severe coughing which may cause vomiting, loss of breath – or if coughing persists for weeks to months.

Readmit to care: After 5 days of appropriate antibiotic treatment.

**Impetigo:** small, red pimples or fluid filled blisters with crusted yellow scabs

Exclude: YES.

Readmit to care: When antibiotics are started and the sores can be covered and kept dry.

**Mumps:**

Exclude: YES.

Readmit to care: 5 days after the onset of swelling and the child is able to participate.

**Hepatitis A:**

Exclude: YES.

Readmit to care: 1 week after onset of illness, jaundice, or as directed by the health department when immune globulin has been given to appropriate children and staff members.

**Measles:**

Exclude: YES.

Readmit to care: 4 days after beginning of rash.

**Rubella:**

Exclude: YES.

Readmit to care: 7 days after onset of rash.

**Rotavirus / Norovirus:** A virus that causes diarrhea and vomiting

Exclude: YES.

Readmit to care: can return 24 hours after diarrhea and/or vomiting have stopped.

**Influenza:**

Exclude: YES.

Readmit to care: can return when the child has been fever free for 24 hours without the use of fever reducing medication.

**Respiratory illness** (including the **common cold, sore throat, croup, bronchitis, runny nose, or ear infections**)

Exclude: If the child meets exclusion guidelines for fever and behavior

Readmit to care: When child is fever free for 24 hours and can participate in activities.

**Shingles:** The virus is present in small, fluid fill blisters, and is spread by direct contact

Exclude: If rash cannot be covered and the child meets other exclusion guidelines.

Readmit to care: it is recommended to keep all sores covered by clothing or a dressing until all sores have crusted over.

**Head lice:** We have a no nit policy.

Exclude: YES.

Readmit to care: After treatment and all nits have been removed.

(Policies developed from the *National Health and Safety Performance Standards*, American Academy of Pediatrics)

### **PROCEDURE FOR CHILDREN WHO BECOME ILL AT ECC**

Families should plan to pick up ill children promptly (within one hour). Please understand that we make decisions regarding excluding children from care based on a variety of factors.

### **POLICY FOR CONTAGIOUS ILLNESS**

If a medical or dental provider has diagnosed your child as having a contagious illness you must inform the director or your child's teacher within 24 hours of diagnosis. The center will then notify the families who may be affected by the illness. Confidentiality will be maintained.

### **MEDICATION POLICY**

If it is necessary to administer any medication (prescription or over-the-counter\*) to your child at the center, these procedures must be followed:

1. Medicine must be brought to ECC in the original container. Medications must have a legible label stating the child's name and current prescription information, which must include the instructions for administering the medication.
2. Medications must be given directly to a teacher. Medication CANNOT be left in backpacks or cubbies.
3. A Medication Consent Form must be filled out and signed by a physician. We need a **new form for each medication** each time your child needs to take any medication. One form will be allowed for any given prescription until that particular prescription is completed.
4. Medication will NOT be kept at ECC. You will need to provide all medications on a per time basis. A form will need to be completed. Phone verification is not acceptable unless it is from a primary care provider initiated by the parents.

\*Fever reducing medication WILL NOT be given to a child to mask symptoms of illness. Staff will give a child a fever reducer with a **signed authorization from a doctor** for ear infection pain and immunizations.

## SAFETY AND WELLNESS

### **HAND WASHING**

Hand washing is **the most effective** means of reducing germs and infections in group care. Studies have shown that unwashed or poorly washed hands are the primary carriers of infections. We ask that you help your child wash hands upon arrival each day. We wash our hands and use hand sanitizer many times throughout each day.

### **SUPERVISION OF CHILDREN**

Parents are responsible for the safety and well-being of their children any time in which you are together at the center (drop off and pick up times), but ECC staff will step in if we feel a child is exhibiting an unsafe practice.

Please do not allow your child to wander or run off anywhere in Elim without you. There are many potential dangers, so it is imperative that **children are always supervised.**

When entering and exiting the building, your child must **remain with you** at all times. They should not run ahead to their classroom or run down the hallway to the front door without you – this is teaching them a very unsafe practice.

### **SAFETY REMINDERS**

- No candy or gum is allowed!
- Only adults may open doors.
- Only authorized people may pick up your child.
- Teachers need to SEE parents or other authorized persons when they drop off or pick up.
- Please verbally inform your child's teacher that you and your child are leaving for the day. Children must be signed in and out each day.
- Children need play shoes every day – NO FLIP FLOPS – all sandals must have straps

### **ACCIDENT PROCEDURE**

Accident reports will be written up when your child has an accident such as bumps, bruises, scrapes, and such from normal play indoors and out. You will be asked to sign the report and will be given a copy for your records if you request one.

### **MEDICAL EMERGENCY**

In the case of a several accidental injury or allergic reaction, we will make an immediate attempt to contact a parent. If necessary, we will call 911 and an ambulance will take your child to your specified hospital.

#### **Because of this, it is essential for parent(s) to let us know the following information:**

1. Where you can be reached each day while your child is at ECC
2. Physicians' name and phone number
3. Preferred hospital
4. Emergency contacts and phone numbers.

\*If injuries are not of a serious nature, we will apply first aid and notify parents at the end of the day.

### **IMMUNIZATION POLICY**

All immunized children are required to be up-to-date with their immunizations. The director will print off a copy to keep in your child's information folder if the child is from North Dakota.

### **POLICY FOR UNDER-IMMUNIZED CHILDREN**

Parents of under-immunized children must sign a Statement of Exemption to Immunization Law form.

In the event of the presence of a vaccine-preventable communicable disease, all under-immunized children will be excluded promptly until the period of communicability is passed. This may range from 1 week to months in the cases of some diseases.

Parents of under-immunized children may bring the child back when it has been determined that the period of communicability has passed, no cases of illness for at least one week.

There will be no credit given to billing due to these exclusions. We will be holding a spot for your child's care.

This policy is in place for the protection and well-being of your child as well as all the children in care, and is reflective of national standards for best health practices in early care and education settings.

### **PHYSICAL ACTIVITY POLICY**

- We strive to provide at least 120 minutes of active play time daily.
- We know children need to be active and take this into consideration when planning activities. We do not expect children to sit more than 10-15 minutes without being active. Except during meal times and rest time. Active play is incorporated into our daily schedule during transitions, music, outdoor play, theme activities, etc.
- We do not withhold active play as a consequence.
- All teachers and director receive county mandated training on Children's Physical Activity at least once per year.

### **AQUATIC ACTIVITY POLICY**

The children at ECC will have opportunities to participate in several types of aquatic activity; including but not limited to, water table, child size swimming pools, slip n' slides, and sprinklers. Parents can give their consent for these activities on the Parent Consent form upon enrollment. Children will not be allowed to participate in these activities without parent permission. Teacher-to-child ratios are maintained at all times.

### **OUTDOOR PLAY**

**All children will be taken outdoors for play on a daily basis.** The only exception is inclement weather including summer days when the heat index is over 90°F, and winter days when the temperature is below 10°F degrees.

Please provide your child with adequate outdoor clothing each day. During the winter months please bring and **label** mittens, hats, snow pants, and boots.

During the summer months **we ask that you apply sunscreen BEFORE your child arrives at the center each day.** Permission to apply sunscreen to your child throughout the day is included in the Parent Consent Forms.

Studies have consistently shown that children do not have lowered resistance to colds or other infections because of outdoor play, but are much healthier and have stronger resistance to illness with exercise out-of-doors.

**\*\* Parents may not request for their child to stay indoors while the rest of the group is outside. \*\***

### **HELMETS**

Your child is required to wear a bike helmet when using ALL riding toys including but not limited to; tricycles and scooters. If you want your child to be able to take advantage of these toys please send a helmet to ECC every day during the summer months. You are welcome to leave a helmet in your child's locker for convenience. Children will not be allowed to ride the toys if a helmet is forgotten at home. Please **LABEL** your child's helmet with first and last name.

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**\*\*By signing the Parent/Guardian Contract you are agreeing to abide by the policies and procedures outlined in this handbook.\*\***