USD #343 Early



Childhood Center

Family Handbook

2019-2020

USD #343 Early Childhood Center

405 Cedar Street

Perry, Kansas 66073

785.597.5156

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**Welcome**

Welcome to the USD #343 Early Childhood Center. We are excited you have chosen our center to care for and teach your children.

We are fully licensed by the state of Kansas and staffed with trained child care professionals, dedicated to caring for and education young children.

Our goal is to provide a setting that cares for and teaches each child as an individual. We seek to honor the talents and uniqueness of each child and support them as they grow and change.

Families and caregivers are an important part of our center. We believe that good communication between staff and parents is essential to providing quality care to the children we serve. Please do not hesitate to contact us at any time with questions, concerns, joys and triumphs you and your child/ren may have.

Families are encouraged to attend our Family Night in August. This evening, prior to the start of the new school year, will review this handbook and give an opportunity to answer any questions you may have.

**Please read this handbook carefully and keep it available for future reference. In addition, please keep the PLES handbook available as our center will strive to be consistent with all building policies. When you enroll your child in the USD #343 Early Childhood Center, you are agreeing to abide by the policies set forth in both handbooks.**

**Purpose**

The purpose of this handbook is to set the stage for good center to home communication. Please refer to this handbook to answer questions about the day to day workings of the center. Information about the following policies will also be found in the handbook:

* Safety and Emergency Procedures
* Financial
* Medication/Illness
* Enrollment forms

Although this handbook will seek to be as comprehensive as possible, please feel free to contact the Program Director with any questions.

**Philosophy**

The USD #343 Early Childhood Center exists to provide quality child care for children within the district and surrounding communities. We seek to be a setting that cares for and teaches each child as an individual. We seek to honor the talents and uniqueness of each child and support them as they grow and change.

It is our hope that through the developmentally appropriate activities we provide, with both structured and choice activities, we will help to prepare children for preschool, kindergarten and the years beyond. We seek to provide an environment that will foster positive self-concept through interactions with both staff and classmates.

As noted above, we value the uniqueness of each child and our setting will strive daily to teach respect for others in our center, in our families and in our community.

**Admissions Policy**

The USD #343 Early Childhood Center is available to families affiliated with the school district but, additionally, to families in the surrounding communities. Families wishing to obtain care can email to [lcarver@usd343.org](mailto:lcarver@usd343.org) and a link to our Google form will be sent. Families can input information about their child/ren to the form.

If openings are not available, families may ask to have their child/ren placed on the waiting list. The waiting list is reviewed periodically and families are notified when an opening becomes available.

We are licensed for four separate units/classrooms of care. Our toddler unit serves children 18 months to two and a half years of age. Children can work on potty training in this unit. The second unit serves children ages two and a half to school age. The third unit serves children 3 years to school age. In these two units, children begin to function more independently in terms of using the bathroom. It is very helpful if children are potty trained in these units. It is **highly recommended** that those children attending the three and four year preschool programs be potty trained unless there are special circumstances.

The fourth unit of care is a mixed age group, 18 months to school age. This unit is the room used for the toddlers and this type of licensing is used specifically for the beginning and end of the day to accommodate a varied age group of children.

Upon acceptance to the center, families must complete the enrollment packet. This packet includes the following forms:

Authorization of emergency care form

Medical Record form

Certificate of health assessment completed and signed by physician

Immunization record (All immunizations must be up to date per PLES handbook.)

Off premise form

Explanation of center discipline form

Student Information Sheet

Medication forms (if needed)

Free and Reduced Lunch Application

**ALL FORMS MUST BE ON FILE WITH THE CENTER BEFORE THE CHILD IS ABLE TO ATTEND.**

Powerschool demographics must be completed after the family receives the Portal letter. Completion of this step is important to insure all emergency, health and contact information is available to the office. Completion also facilitates billing for meals and tuition.

Families must also complete and return the 2019-20 contract for the center.

2019-2020

USD #343 Early Childhood Center

405 Cedar Street

Perry, Kansas 66070

785.597.5156

M-F 6:45 am -6:00 pm

This contract is made between the USD #343 Early Childhood Center and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the care of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent/Guardian name) (Child(ren) names)

Care for the children listed above shall be provided normally from \_\_\_\_\_\_\_\_am to \_\_\_\_\_\_\_\_\_\_pm.

Monday Tuesday Wednesday Thursday Friday

The USD #343 Early Childhood Center is a year round program. During the school year, care will be available on most “non-school” days. The Center will be closed for all state recognized holidays. Extended days will be observed for Thanksgiving /Wednesday-Friday, Winter/Christmas Eve through New Year’s Day, Spring Break/Wednesday through Friday of school’s spring break and three in-service days in August, which will be aligned to the school’s August in-service schedule. Additionally, the spring and summer semesters will each have one day designated for in-service.

The payment/fee shall be $\_\_\_\_\_\_\_\_\_per day.

18 months to two and half years: \_\_\_\_\_\_per day.

Two and a half years to school age: \_\_\_\_\_ per day.

Additional fees: Cost of meals provided through OPAA, food service provider for USD #343

Late pick up fine: A fine of $5.00 per minute may be assessed for pick up after 6:00 pm.

Payment shall be due on the first of each month. Families not making their payment on time may incur a 10% late charge. Payments not received by the 5th of the month may result in the child’s slot being lost.

Behavioral Guidance Policy:

As your child care provider, we strive to create a positive environment for children to learn and grow. Even in the best environment, children sometimes display inappropriate behavior. We will discuss any behaviors with you and ask for your help in addressing them. We use positive behavior techniques including acknowledging appropriate behavior, using other strategies designed to teach good behavior and teaching positive ways for children to communicate their needs. Please let us know of any behavioral concerns you may be seeing at home so that we may work on them together.

This contract may be terminated by either the parent(s)/guardian(s) or by the Center by giving a written notice of two weeks in advance of ending care. The Center may terminate the contract if the parent/guardian do not make payments by the 5th of the month.

The signature of the parent(s)/guardian(s) to this contract also indicates that they agree to abide by the written policies of the Center. The Center may change these written policies from time to time.

Parent Signature Date

Parent Address

Parent Phone Numbers

Center Signature Date

**Hours/Days of Operation**

The USD #343 Early Childhood Center is a year round program opening at 6:45 a.m. and closing at 6:00 p.m. During the school year, care will be available on most “non-school” days. The Center will be closed for all state recognized holidays. Extended days will be observed for Thanksgiving /Wednesday-Friday, Winter/Christmas Eve through New Year’s Day, Spring Break/Wednesday through Friday of school’s spring break and three in-service days in August, which will be aligned to the school’s August in-service schedule. Additionally, the spring and summer semesters will each have one day designated for in-service. Please reference the attached calendars for additional information.

Fees

Fees for the center as follows:

18 months to two and half years: \_\_\_\_\_\_per day.

Two and a half years to school age: \_\_\_\_\_ per day.

Additional fees: Cost of meals provided through OPAA, food service provider for USD #343

Late pick up fine: A fine of $5.00 per minute may be assessed for pick up after 6:00 pm.

Billing cycles will run from the 15th of each month to the 14th of the following month with payment being due the first of the next month. For instance, a billing cycle might be from August 15-Sept. 14 with payment being due on Oct. 1. Fees will be assessed through the PowerSchool program and can be paid via eFunds or by sending cash or check to the PES office. Families not making their payment on time may incur a 10% late charge. Payments not received by the 5th of the month may result in the child’s slot being lost.

The center will charge families for each day that the center is in session. This does not count days that the center is out for vacation.

DCF reimbursement is able for our center. Please contact the program director in reference to this plan.

**Communication**

The Center will send various forms of communication. Each semester, fall/spring/summer, the Center will send a newsletter highlighting activities and news from each classroom. Weekly newsletters will come from the program director each Friday barring complications during the week.

Classroom teachers will send daily reports through the center to home folder. We’ve found that this is a good way for notes, etc. to go back and forth from center to home.

Schedules and lesson plans will also be posted in each classroom and may be shared by teachers.

**Behavior Management and Discipline Policy**

The USD #343 Early Childhood Center will use the Peacemaking Skills for Little Kids as the basis for our discipline program. Please see the Enrollment Packet for detailed information on the program.

As your child care provider, we strive to create a positive environment for children to learn and grow. Even in the best environment, children sometimes display inappropriate behavior. We will discuss any behaviors with you and ask for your help in addressing them. We use positive behavior techniques including acknowledging appropriate behavior, using other strategies designed to teach good behavior and teaching positive ways for children to communicate their needs. Please let us know of any behavioral concerns you may be seeing at home so that we may work on them together.

In general, no child will be allowed to hurt themselves, others or property. If a child is being disruptive or violent, the family will be notified and the child will be supervised in an area away from the other children.

All efforts to remediate inappropriate behavior will be made by the staff. It is of crucial important that families and staff work together to maintain open communication and a cooperative atmosphere in order to assist the child in learning alternatives to inappropriate behavior.

The USD #343 Early Childhood Center does reserve the right to discontinue service at any time for behavior that threatens the safety of the other children or staff.

**Health and Illness Policies**

All medical conditions, allergies etc. need to be noted on the medical record form. This includes any food allergies your child/ren may have.

The center’s illness/exclusion policy focuses on the needs and behavior of the ill child and the ability of the staff to meet those needs without compromising the care and health of the other children. Our illness/exclusion policy listed below will be consistent with that our setting, Perry Elementary School.

**EXCLUSION FROM SCHOOL**

1.  The following conditions require medical attention before returning to school:  If a child develops any of these during the day, parents will be called immediately to pick up the child.  Please be sure that we have an accurate daytime number on file.

Chicken Pox - Child should be excluded from school for 6 days after the onset of the first crop of vesicles (blisters).  It is highly recommended that all blisters be scabbed before your child returns to school.

Pink Eye - Cases should be excluded from school until the discharge from the infected eye ceases.

Strep Throat - Children with strep throat should be excluded from school until they have been on medication for 24 hours and are fever free.

Impetigo - Children with impetigo should be excluded from school until receiving medical treatment.

Scabies - Children who are infested should be excluded from school until treatment with an appropriate antiparasitic drug has begun.

Ringworm - Infected children may return to school if receiving treatment.

Rashes - Children with unidentified rashes will be sent home and may return to school with a doctor’s note.

Head Lice – Medication to treat the infestation may be purchased over-the-counter or may be prescribed by a physician.  After the parent or guardian indicates on the ‘USD 343 Notice to Parent’ form the date treatment began and the name of the topical anti-parasitic medication applied, the child may return to school.

**ILLNESS/INJURY AT SCHOOL**

If a child becomes ill or sustains an HEAD injury at school, parents will be contacted.  There is a nurse on the premises only one day a week, and school personnel can provide very limited first-aid.  I would like to remove this as Abby can be here more often than stated.  **Parents of any child with a fever of 100 or above will be notified.  Children may return to school once they have been fever and symptom (vomiting, headache, dizziness, and diarrhea) free for 24 hours.**

1. The parents of any students presenting with a tick will be notified.  It is the responsibility of the parent or guardian to remove it or have it removed.  Due to not always being able to contact parents we would like to change this so that Abby a certified nurse can remove a tick from a student.  I would be upset as a parent if we had a nurse on staff and I couldn’t be reached by phone and my student came home with a bandaid and a tick still stuck to them.
2. If parents cannot be reached, the person designated as the emergency contact on the enrollment card will be notified.  If no one can be reached, the child will be kept at school and the School Resource Officer will be contacted. No child will be sent home early unless there will be a responsible adult present.
3. If a child has an injury that requires them to not participate in PE, they will also not be allowed to participate in recess. Alternate activities will be presented to them during recess time.

**Safety and Emergencies**

It is important parents list anyone authorized to pick up their child on the medical record form and on the student information sheet. Children will be released only to the persons listed in the child’s file. It is helpful if the parents inform the staff if someone other than the usual person will be picking up the child. For the child/ren’s safety, staff will ask for identification of anyone that they do not recognize.

Each family has a designated key code to the office door. This is the primary entrance used for drop off and pick up. Families may park in the south parking lot. ALL CHILDREN MUST BE ACCOMPANIED BY AN ADULT WHEN ENTERING THE BUILDING.

The center has monthly fire drills and tornado drills during tornado season. Our center also participates in crisis drills through the PES emergency plan. Our emergency procedures and evacuation plans are posted in each classroom.

Basic safety rules are reviewed regularly with staff and children. Children are never unsupervised and there is always a lead teacher present in each unit/classroom.

In case of emergency, staff will follow the emergency procedure plan designated for PES/Daycare. Please see the plan listed below.

Emergency Procedure

When there is an emergency, the office is notified.

Kathy or administrative assistant sub will do an all call for RESTRICTIVE MOVEMENT- DAYCARE.

-Casey, Kathy or administrative assistant sub, Mark, Jean, Lisa/Anna, Jennie, Abby

(If Lisa is not on premise, Anna would be needed. Heather would move to the 2.5-school age room and Cheris or Shelly would stay in the toddler room to maintain compliance.)

Delegated to give emergency medication,

-Abby, Mary, Casey, Lisa/Anna, Kathy or administrative assistant sub(In that order, if it’s daycare, call Linda to cover the office. This will allow three staff to assist with daycare emergency if Abby, Mark, Casey are not onsite.)

The staff member with the student is calling 911. One other person will stay where the situation is to document. One Health Team member will call Mark and Abby if they are not on site, parents of student and the district office (in that order)

“Hello, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, we have our health team with your student right now and EMS is on their way but we would like you to come to the school. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_happened. Please drive safe.

Once ALL CLEAR goes over, then everyone returns to their schedule.

First aid kits are located in each room. Health files are kept in the office safe. Copies of emergency care forms and medical records are in the classroom notebook in each room.

**Medications**

Prescription and over-the-counter medications can be given only if the parent signs a center-supplied authorization form. Prescription medication must have a prescription label with the child's name and date on it. All medicines must be in the original containers. Medications will not be accessible to children and will be stored in a locked container or cabinet. Medication(s) cannot be left in bags or cubbies. Any over-the-counter medication that is taken orally must follow these same guidelines and requires a parent authorization form. In addition, sample medications require written instructions from the doctor on a prescription form. Over-the-counter medications such as sunscreen, chapstick, etc. need to be listed on the medical record form where parents can list medications of which their doctor has approved use. Please note that although acetaminophen, cough syrup, etc. can be listed on that form, we still need an authorization form since these medications are taken orally.

**Clothing and Supplies**

Please dress your child for a busy day of play. We will be painting, digging in dirt, climbing, crawling, and running. While we try to protect the children’s clothing, accidents do happen, and children do get messy.

Clothing and shoes should be seasonally appropriate and provide safety on the playground and on walks. Appropriate play shoes are very important for your child’s safety and comfort. All shoes should have a back to help keep the footwear in place when running.

Parents must provide diapers and wipes for their toddler children. Notes will be sent home when our supply is running low.

Preschool children need to be able to handle their own bathroom needs. Their clothing should be easy for them to manage. Simple clothes, in which preschoolers can dress themselves, help build self-esteem and give them confidence to succeed in all areas of development. Pay close attention to any fasteners your child may have difficulty manipulating.

We request that every child have at least two changes of clothing in their cubby at all times. These clothes must be seasonally appropriate and include a shirt, pants/skirt, underwear, and socks. Take care to check the clothing regularly to ensure that size and season are appropriate. All clothing must be clearly marked with your child’s name.

Since we are required to spend an amount of time outdoors daily, please remember to provide appropriate clothing. These may include hats, mittens, sweaters/jackets, and boots. For warm weather, dress your child in lightweight clothing so that he/she does not become overheated.

The Center will provide cots and sheets but we ask each child have a blanket and small pillow. Sleep gear will be sent home each Friday. Additionally, if each child has a small plastic tub marked with their name, supplies like sunscreen, pacifers etc. can be kept in the tub. Please send a water bottle marked with your child’s name. It will be washed and sanitized at the center.

**USD #343 Early Childhood Center**

**Calendar 2019-2020**