



# Parent Handbook

2020-2021

**INFANT/TODDLER DAYCARE  
BEFORE & AFTER SCHOOL  
SUMMER PROGRAM**

**Pekin Child Care Center**

**1062 Birch Avenue**

**Packwood, Iowa 52580**

**319-695-5127**

**641-661-2028**

**Gina Swearingen, Co- Director**

**Head Preschool Teacher**

**Janet Conger, Co- Director**

**Daycare Coordinator**

**Ashley Sieren, Billing &**

**Assistant Preschool Teacher**

**Kim Ledger, Elementary Principal**

**& Child Care Administrator**

**319-695-3707**

**Dave Harper, Superintendent**

**The Pekin Child Care Center is licensed through Iowa Department of Human Services  
DHS Consultant Jill Seibert (641) 684-3949  
Wapello County 120 E Main St. P.O Box 457, Ottumwa, IA 52501**

**The Center is licensed with a maximum number of 90 children at one time in the premises. The Infant Room Maximum is 12 with 4 children to 1 staff. Toddler Room Maximum is 8 with 4 to 1 ratio. Daycare Room maximum is 42 with 2 yrs. old 6 to 1 ratio, 3 yrs. Old 8 to 1 ratio, 4 yrs. old 12 to 1 ratio, and school age 15 to 1 ratio.**

#### **Parents Access to Information**

**Translations, reading assistance is provided if needed.**

#### **Mission Statement:**

Pekin Child Care Center offers quality care for the whole child and their families, in order to prepare them for a productive, successful future.

#### **PHILOSOPHY**

The Pekin Community School District is committed to the idea that a quality sequential educational program is essential for every child.

We recognize that young children learn most effectively in an atmosphere of experimental discovery. By utilizing the approach of a developmentally appropriate program of learning for early childhood, we feel that the individual child will be provided with the opportunity to develop physically, emotionally, socially, and intellectually as a whole person.

We further believe that we must provide a sound framework that will facilitate the development of the individual student who will be prepared as an adult to assume a responsible and productive role in the ever-changing global society.

#### **PARENT BULLETIN BOARD**

This bulletin board is located right outside the office. We ask that you take a look at the bulletin board when you drop your child off or when you pick your child up. It serves as an important communication between parents and the center. Posted will be such things as menus, calendars, and upcoming news events that will take place at the center. We will do our best to keep you up-to-date and informed with notes, newsletters, and daily communication. We appreciate the same consideration. Please keep us informed on any important issues that pertain to your child/family.

#### **NO SMOKING / NO WEAPONS POLICY**

No smoking is permitted on school/daycare center grounds. No smoking permitted around the children, including on field trips.

**Federal Law states no weapons are allowed on school /daycare center grounds.**

Weapons under the control of law enforcement officials are exempt from this policy.

#### **DAYCARE OPERATIONAL HOURS AND DAYS**

Daycare is available Monday through Friday from 6 a.m. to 6 p.m. throughout the year except for holidays and bad weather days. A daily schedule is posted in each room. A list of days we are **CLOSED** is posted on our bulletin board as well as listed in this handbook.

## **HOLIDAY CLOSING**

The entire center is **CLOSED** Labor Day, Thanksgiving Day, before and after Thanksgiving, entire Christmas Break, Good Friday, and the day after Easter, Memorial Day, Fourth of July and two scheduled teacher / workshop training days in August. The center will be closed any day scheduled by the Pekin School. A List of IMPORTANT DATES IS PROVIDED AT REGISTRATION.

## **BAD WEATHER/ EARLY DISMISSALS AND DELAYS**

We realize the need to be available to you at all times, however due to our location, in cases of severe weather, we may be forced to close early or not be open at all. It is our policy that if there is **NO SCHOOL due to bad weather, the Pekin Child Care Center is CLOSED.** School closing or cancellations are made by an automated calling system, each family's phone number is entered into a database and calls are made. When school is cancelled mid-day afternoon preschool classes are automatically cancelled and the Center will close at the time stated on the call.

**If school is delayed 2 hours the Center will open at 8 a.m. Remember with a two-hour delay there is NO PRESCHOOL.** In our rural area, roads are not always a top priority and they do drift quickly. The safety of our children and staff are our main priority at all times. **It is important that everyone have a back-up care plan in place prior to bad weather.**

## **ADMITTANCE**

All student records are kept confidential. Students from the age of two weeks to the end of the school year of 5<sup>th</sup> grade may be admitted to the Child Care Center disregarding race, color, national origin, sex, or religion. The building will be handicap accessible and the children with moderate handicaps will be admitted. Great Prairie A.E.A. will provide services for severely handicapped. We also have a preschool teacher with an ECSE endorsement that provides services to all children in the center. The center is in compliance with the National Disability Act.

**Requirements for admittance to daycare or preschool (full time, part time, or drop in basis) are:**

1. Current physical
2. Immunization Card
3. Registration form completed to include emergency information
4. Permission signed for emergency medical care
5. Authorization for pick up
6. Medication Permission form
7. Field trip/ photograph/videotape/sunscreen and bug repellent authorization
8. Free/ Reduced lunch application form if you qualify
9. Special needs care plan as needed such as food allergy, asthma plan, EI-Pen plan and seizure plan.
10. \$25.00 registration fee is paid.

## **SUPERVISION OF CHILDREN**

Teaching staff supervises children primarily by sight. Supervision by sound is permissible for short periods (bathroom use, reading area, quiet area, etc.)

## **CURRICULUM**

The Pekin School District is committed to the idea that a quality sequential program is essential for every child.

We recognize that young children learn most effectively in an atmosphere of experimental discovery. By using the approach of a developmentally appropriate program of learning for early

childhood, we feel that the individual child will be provided with the opportunity to develop physically, emotionally, socially, and intellectually as a whole person.

We further believe that we must provide a sound framework that will facilitate the development of the individual student who will be prepared as an adult to assume a responsible and productive role in an ever-changing society.

The curriculum that will be the foundation of the Pekin School District Preschool and Daycare is Creative Curriculum. By using this curriculum we feel that children learn through hands-on activities, through a good balance of structured and unstructured activities which involve listening and following directions and encourages independence to develop physically, emotionally, socially, and intellectually.

## **PARKING**

Please enter the Child Care Center on the drive off the highway, stay along the right side of the driveway in front of the building to drop off or pick-up your child, as the school bus may be driving through to drop off/pick-up children. Exit through the existing Pekin Schools exit drive. Parking spaces on the left hand side of the drive are for employees only.

Thanks for your cooperation!

## **TRANSPORTATION**

Children attending preschool and daycare opposite times may use the school bus transportation offered by the Pekin School District. Bus schedules and bus drivers name and contact information will be discussed at registration and home visits. At this time there is no bus available at noon. Transportation services are managed by the Pekin School District and licensing and insurance are in accordance with the federal and state laws.

## **ARRIVAL AND DEPARTURE**

**Parents are responsible for their child in the parking lot before and after check in to the center.**

Parents are expected to bring their child(ren) into the center and make contact with the person in charge. This is to assure safe arrival when your child is picked up, be sure that a staff member is aware of their departure. All children should arrive and depart this facility, depending on their age in either a car seat or seat belt. Children should be placed in the back seat at all times. We request that parents walk their child(ren) out to their vehicle so that no child is ever allowed to be out in the parking lot unattended. We also request that children are not left in a vehicle unattended.

Children enrolled in the preschool program may ride the bus to either preschool or daycare.

We have an open door policy in which parents may have unlimited access to their child unless parental contact is prohibited by a court order. We must have a copy of the court order, to be able to enforce it.

**Please call the center when others are picking up your child. Staff may require picture ID.**

## **ACCESS POLICY:**

*Center is responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people at the center.*

1. Any person in the center who is not an owner, staff member, substitute or subcontracted staff or volunteer who has a record check and approval to be involved with child care shall not have "unrestricted access" to children for who that is not the parent, guardian, or custodian, not be counted in the staff to child ratio.

\* "Unrestricted access" means that a person has contact with a child alone or is directly responsible for child care.

\*It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.

2. Persons who do not have unrestricted access will be under the direct “supervision” and “monitoring” of paid staff members at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she dictates it to the teacher assistant due to a conflict of interest with the person.

\* “Supervision” means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.

\* “Monitoring” means to be in charge of ensuring proper conduct of others.

3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they contact their Site Manager to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency person who are on the property for a reason, such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.

4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):

a. Shall not operate, manage, be employed by or act as a contractor or volunteer at the child care center.

b. Shall not be on the property of the child care center without the written permission of the center’s Director, except for the time reasonably necessary to transport the offender’s own minor child to and from the center.

i. The Center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.

ii. If written permission is granted it shall include the conditions under which the sex offender may be present. Including:

1. The precise location in the center where the sex offender may be present.

2. The reason for the sex offender’s presence at the facility.

3. The duration of the sex offender’s presences.

4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with the child.

5. The written permission shall be signed and dated by the director and the sex offender and kept on file for review by the center licensing consultant.

## **FEES:**

Each program has a registration fee of \$25.00 per child per program. This fee guarantees a spot for your child.

Infant/ Toddler	\$3.15 per hour (2 weeks- 2 years of age)
3 years- Preschool	\$3.10 per hour
Kindergarten- 2 nd grade	\$3.25 per hour
3rd grade- 4 grade	\$3.50 per hour

All daycare fees are billed on an hourly basis.

DAYCARE BILLS MUST BE PAID IN FULL BY THE END OF EACH MONTH. ACCORDING TO THE DUE DATE.

**There will be a 5% late fee charged every 30 days on all late bills.** After no payment within 60 days, the center will turn accounts into Credit Bureau Service of Iowa. A \$25.00 processing fee will be applied. Your child may be dropped from the program any time a bill is not paid according to our policy. The center has a \$25.00 service charge for a returned check. Only cash will be accepted after one returned check. **ALL FEES ARE SUBJECT TO CHANGE AT ANYTIME.**

### **LATE PICK-UP**

If your child is not picked up by 6:00 p.m., a \$15.00 penalty per child for every fifteen minutes will be charged on your next billing statement. If this becomes a habit or problem for our center, we may refuse service to you. The person in charge has the option to waiver this charge one time for an emergency.

### **ABSENCES**

Parents are asked to notify the Center whenever a child will not be in attendance. Please let staff know the reason for absences. The center monitors illness. IF WE HAVE YOUR CHILD WRITTEN DOWN TO ATTEND AND WE DO NOT HEAR FROM YOU BY 9 A.M. YOU WILL BE CHARGED FOR AN 8-HOUR DAY. Our phone numbers are 641-661-2028 or 319-695-5127. Please let us know in advance of any planned vacations.

If your child attends part time, a weekly schedule needs to be given to the staff a week in advance. This is important for staff ratio.

### **ILLNESS**

All children in the Center will be examined upon arrival each day for any signs or symptoms of illness.

We do not have a sick room or adequate staff for the care of sick children. If at any time a staff member feels a child is unable to maintain a day of childcare, they will be examined for any of the following items: if any of the said criteria are met, your child will be asked to leave the Center:

1. A contagious disease (not including a common cold)
  2. A temperature elevated above normal is not necessarily an indication of significant health problem. For children older than 4 months a fever in Fahrenheit is defined as:
    - 100 degrees axillary (armpit)
    - 101 degrees orally
    - 101 degrees Aural (ear) temperature
  3. Diarrhea and or vomiting
  4. The illness prevents the child from participating comfortably in activities as determined by the provider.
  5. The illness results in a greater need for care than the childcare staff can provide without compromising the health and safety of other children as determined by the childcare provider.
- We strongly recommend you have arrangements made in advance for your child's care during periods of illness. If your child gets sick at school; parents will be called and requested to pick-up their child immediately. Child will be placed in a quiet, supervised area to wait for the parent to pick them up.

**If your child vomits, run a temperature, or has diarrhea prior to coming to the Center, we request you keep them at home for a period of 24 hours from the last episode. When children are placed on antibiotics, they should be kept at home for the first 24 hours.** If your child is under a doctor's care, please inform the staff of any precautions that need to be taken. Check the chart of Common Child Care Illness and Exclusion for when your child can return to the center after an illness.

Injury and incidents forms are completed by staff and signed by parents to keep in the child's file. A serious injury will be reported to DHS.

We realize the inconvenience of a sick child however we need to consider the needs of every child and provider not just one child. Children, like adults, will be most comfortable if kept at home when they are ill. We make every attempt to prevent the spread of illness, please join us in this important venture.

### **INFECTIOUS DISEASE CONTROL**

Teachers and staff provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child has been exposed. Signs and symptoms of the disease, mode of transmission, and period of communicable and control measure will be communicated.

Communicable diseases will be posted and reported to the Iowa Department of Public Health when necessary. All precautions will be taken to prevent any further contamination.

### **ADMINISTRATION OF MEDICATIONS TO STUDENTS**

If at all possible give all medications at home only; most antibiotics may be given twice daily, morning and bedtime. NO PRESCRIPTION MEDICATIONS WILL BE ADMINISTERED at the CENTER without a form signed by a Doctor. No medicine of any kind will be given without verbal or written authorization from the parent. Medical authorization forms must be updated every month.

In each child's file, there is a signed permission slip, which gives the Center the right to use Tylenol, sunscreen, teething gel, and or diaper rash ointment at our discretion.

This information must be completed before the center will dispense medication. All medicines must be sent to school in its original container with the following information on the label, child's full name, date, name/ strength of medication, dose and completed instructions/side effects for the medication. Please send a measuring device and please send only one-day supply unless other arrangements are made. Never send or leave any medications in your child's backpack, staff will store all medications away from food and children in the appropriate storage facility. Staff will not dispense any medications that have exceeded the expiration date. Unused or expired medicine will be returned to the parent by staff face to face. Only staff that has obtained medical dispersal will be recorded and kept in our files.

### **IMMUNIZATION**

The Iowa Department of Health requires that the following immunization requirements be met before enrolling in a licensed preschool or daycare. **Immunizations must be kept current at all times and must be kept in the center on file. School age children immunization may be kept on file at the elementary building.**

REQUIRED IMMUNIZATIONS:

0-4 months of age: no immunizations required

#### **4 months to 5 months**

1 dose of diphtheria, tetanus, and pertussis, 1 dose of polio, 1 dose of HIB

1 dose of Pneumococcal

#### **6 through 11 months**

2 doses of diphtheria, tetanus, pertussis, 2 doses polio, 2 doses HIB, 2 doses pneumococcal.

#### **12 through 18 months**

4 doses D/T/P, 3 doses polio, 3 doses HIB with the final dose in the series after 12 months of age, or 1 dose received after 15 months of age.

1 dose Measles/ Rubella after 12 months age on or after September 15, 1997, or a reliable history of natural disease,

4 doses Pneumococcal; or 3 doses if received 1 or 2 doses before 12 months of age; or 2 doses if not received any previous doses or received no doses or has received 1 dose after 12 months of age.

#### **24 months and older**

Same requirements as the 19-23 months Except Pneumococcal, 4 doses Pneumococcal if received 3 doses before 12 months of age; or 2 doses if received 1 doses before 12 months of age or received 1 dose between 12 and 23 months of age; or 1 dose if no doses had been received prior to 24 months of age.

#### **4 years of age and older**

5 doses Diphtheria/ tetanus/ pertussis with 1 dose received after 4 years of age if born on or after September 15, 2003 or 4 doses, with 1 dose received after 4 years of age if born after September 15, 2000, but before September 15, 2003; or 3 doses received after 4 years of age if born on or before September 15, 2000.

4 doses Polio with 1 dose received after 4 years of age if born after September 15, 2003; or 3 doses, with 1 dose received after 4 years of age if born on or before September 15, 2000.

2 doses Measles/ rubella; the first dose shall have been received after 12 months of age; the second dose shall have been received more than 28 days after the first.

3 doses Hepatitis B if born on or after July 1, 1994.

2 doses varicella after 12 months of age if born on or after September 15, 2003; or 1 dose received after 12 months of age if born on or after September 15, 1997, but born before September 15, 2003, unless the applicant has a reliable history of natural disease.

### **MEDICAL/ DENTAL EMERGENCIES**

The Center has specific information from parents regarding where emergency medical and dental services shall be obtained in each child's file. Staff is trained each year on how to handle these emergency situations. The hospital for the center is Jefferson County Health Center. Jefferson County Health Center's policy states: If a child is brought to the emergency room by child care staff and it is determined that the child needs emergency medical care yet Jefferson County Health Center is unable to reach parents for consent for medical treatment, emergency medical treatment will be given for the child. If a child is brought to the emergency room by child care staff and it is determined that medical care can be delayed for the child, medical care will be delayed until Jefferson County Health Center can reach parents for consent for medical treatment. Pekin Child Care also has a Health Consultant that visits the center, as well as a school nurse when available. The County Health nurse visits to check our immunization files.

### **TRAUMATIC EVENT POLICY**

If the facility experiences the death of personnel or child, the following shall be done: if tragedy occurs at the facility, the director will immediately contact EMS, the person's family, DHS consultant and administration. The Center will also provide age appropriate information and counselors if necessary.

### **EMERGENCY PREPAREDNESS**

The Pekin Child Care Center has written emergency plans for responding to fire, tornado, flood, intruders within the Center, intoxicated parents, asbestos/lead exposure, bird flu, and lost or abducted children. In addition, we have plans for blizzards, power failure, bomb threats, chemical spills, or other disasters that cause health hazards. Immobile children will be pushed by staff in their wheelchair.

Infant/toddlers will be pushed in evacuation cribs or carry if needed. Staff will complete a sweep of the center after children have left the building with a face to face count of the children after they have reached safety.

Emergency instructions, telephone numbers, and diagrams for fire, and tornado, and relocations sites are visibly posted by each outdoor exit.

- The Pekin School District will use the Alert Now System, radio, TV stations with procedures to follow.
- The near site of evacuation is the Pekin High School Commons.
- Mid distance site is the Grace Family Church, Ollie, IA. The center will be transported by bus.
- Long distance site is Sigourney Elementary, Sigourney, IA. The center will be transported by bus.

Emergency plans are practiced on a monthly basis and results are stored in our files. Staff reviews the policies each August at staff training. All fire extinguishers, smoke alarms, carbon monoxide detectors, and radon tests are located in the center. All devices are maintained and tested monthly and serviced annually.

## LICE

Head lice have no enemies nor does it follow any set guidelines. They can find a home on any one at any time. We make many efforts in order to reduce the chance of infestation at the Center. Combs, brushes, and hats belonging to the Center are not shared without being washed. Children's bedding is stored in their own personal labeled bag.

All children will be checked at the beginning of the year for head lice and periodically throughout the year. A contagious note will be posted at the Center, letting parents know we have a confirmed case and to be made aware of the possibilities.

We have a zero tolerance policy on head lice. **While children can no longer be sent home due to lice, we request that you make every effort to eliminate head lice as quickly as possible.**

## DAYCARE SUPPLY NEEDS

### BACKPACK EVERYDAY

- 1- Box of 24 Crayola Crayons
- 1- 4 oz. bottle of White Washable Elmer's Glue
- 1- Box of Washable Markers
- 2- Glue Sticks
- 1- Box of Kleenexes
- 1- Bottle of Sunscreen +30 or above ( preferable spray on)

Extra set of clothes in large zip lock baggies including socks and underwear.

## CLOTHING

Children are asked to dress in play clothes. Taking part in all activities is part of the fun and no child should have to worry about "getting dirty". Since many activities take place outdoors, please dress your child appropriately for the weather. Keep in mind it is always colder and windier at Pekin, dress appropriately.

Children are required to bring an extra set of seasonal clothes, which are stored in the room (infant/toddler) or in their backpacks. Please check your backpack daily for soiled clothes sent home

from the center. If your child spills something that might stain their clothes, the center may wash the clothes and return them to you A.S.A.P.

In cold weather, please send mittens, hats, boots, etc. as we will be going outside. LABEL EVERYTHING with your child's name or staff members will do so.

### **TOILETING**

Children are expected by Preschool age to be able to attend to their own bathroom needs. There are three bathrooms in the daycare room for use by children. For children with special needs on an IEP who are unable to use the toilet independently, all guidelines are enforced as stated in Standard 5: Health (5.7) Children in the daycare wearing pull-ups or diapers are checked/ changed every 3 hours or when deemed necessary in between these times. Potty- training procedures are implemented in the daycare room.

### **QUIET TIME**

Quiet time in the daycare, infant/toddler rooms are everyday 12:30-2:30 p.m. This is part of our licensing requirements. While children are not made to sleep, they are required to stay on their cots for the first 45 minutes. All children are given the opportunity to be rocked to sleep. If children are unable to sleep, they may be read to or allowed to do quiet activity with the staff or by themselves. This is a time where every effort is made to have someone on one time with the children.

The Center provides each child with a labeled bag that contains two blankets, one to lie on, and one to be used as a cover. These items are washed at the Center, monthly as deemed necessary. Each child rests on a cot provided by the Center.

### **PLAYING OUTDOORS & PHYSICAL ACTIVITIES**

All children shall play outdoors daily when weather and air quality conditions do not pose a significant health risk. Children shall be protected by the sun by using shade and sunscreen with UVB and UVA-ray protection of SPF- 30 or higher, with the permission of parents. Staff will monitor children and assure that they are well hydrated. In cold weather, staff will monitor children's extremities to assure that normal color and warmth is maintained. Water will be provided so that children remain hydrated at all times. Staff will check the weather watch poster in each room.

ALL CHILDREN ARE EXPECTED TO BE ABLE TO GO OUTSIDE EVERYDAY, WEATHER CONDITIONS PERMITTING. ALWAYS SEND APPROPRIATE CLOTHING.

Physical activities are promoted daily outside when unable indoor activities are provided. Children need 60 minutes of physical activities daily; the center provides 30 minutes in the morning and 30 minutes after school.

### **HANDWASHING**

All staff, children, and volunteers are instructed in proper hand washing procedures. Everyone is expected to wash hands when reporting / entering the room, after every diaper change or bathroom visit, before and after handling any food, giving medications, before and after water play or any contact with body secretions. After playing with visiting animals, and outside play time. Also anytime hands appear to be soiled. Hand washing procedures are posted by the sinks in each room.

### **SANITIZING & DISINFECTING**

All toys, tables, chairs, cots, and objects that children come in contact with will be properly cleaned, and sanitized daily with an approved sanitizer. The diapering and toilet areas will be disinfected with approved disinfectant. The staff will use a "Yuck" bucket system with toys that have

been mouthed by children. Staff will follow appendix K from Caring for Our Children: National Health and Safety Performance Standards.

## MEALS

Our lunch is transported to us each day during the school year by a school van. The Pekin School is inspected yearly by the State of Iowa Food Inspectors. All food is prepared, served, and stored in accordance with the USDA Child and Adult Care Food Program. All food arrives and is served through the Child Care kitchen. Children are not allowed in this area when liquids and food are hotter than 110 degrees F. Our lunch menu is the same as the Pekin School and can be viewed online at the school website or on the Parent's bulletin board.

### **Breakfast is served in the daycare and infant/toddler rooms everyday from 6:30 to 7:30 a.m.**

We do not follow the same breakfast menu as the school. Breakfast choices include: cereal, toast, breakfast bars, or milk. Children will not be served breakfast without parental consent, children are charged for breakfast. If parents bring in a breakfast or a sack lunch item it must meet nutritional guidelines. We have the right to refuse any items deemed not healthy. Food brought from home will be labeled with the child's name, date and stored in a refrigerator if needed. These lunches will be inspected to determine if it meets nutritional guidelines. Lunches should include a protein, peanut butter or meat sandwich, vegetable, and fruit. No candy or pop will be served. Only one dessert item per lunchbox will be allowed. A carton of milk may be allowed.

During the summer daycare meals are prepared at the Center by staff. On In-Service days or sign up days parents may be asked to send a sack lunch.

We operate through the same automated lunch program as the school. Families have meal accounts debited every time a student eats a meal, a snack or drinks milk. The cost of lunch is \$1.65, breakfast \$1.35, milk \$.30 and snack \$.40 prices are subject to change at any time. Families who have more than one child attending Pekin will still have one shared family account. Parents, guardians are able to view account activity online. Families may deposit as much as they deem reasonable to their account. **Family meal account payments may be included with your child care payments; please note this on your payment.** All meal account concerns need to be discussed with Secretary Ann Swanson at 319 695-3039. We recommended that you deposit a minimum of \$50.00 per child per month to stay ahead.

**FOOD ALLERGIES:**\* All food allergies for individual children are posted in the kitchen as well as the child's room and all staff are informed of the allergy, treatment and necessary procedures to follow in case of a reaction.

## SNACKS

The center serves a morning and afternoon snack each day that follows the CACFP nutritional standards. A fee of \$.40 is charged per snack. Each child will have a turn to bring birthday treats. We are encouraging parents to provide a healthy snack for this but this snack does not have to meet nutritional guidelines. **NO CUPCAKES OR CAKE WILL BE SERVED IN THE CENTER IN ANY ROOMS under any circumstance.** Birthday treats are encouraged to be brought in as we celebrate each child's birthday. **NO HOMEMADE ITEMS ARE ALLOWED. EACH ITEM MUST BE PRE-WRAPPED:** this is a DHS Licensing requirement. Parents are invited to send special treats for holidays; it is not required but optional. You may ask for a list of healthy celebrations ideas.

SNACKS ARE SERVED DAILY AT 9:15 a.m. and 2:45 p.m. in the preschool, infant/toddler room and the daycare. Before and After school children receive snacks at 3:45 p.m.

## INFANT/TODDLER PROGRAM

The infant room accommodates twelve babies two weeks through one year and the toddler room accommodates eight children ages twelve- twenty-four months. The curriculum used is Creative Curriculum with assessment from AEPS Assessment, Evaluation & Programming Systems. The lead teacher will do assessments throughout the year.

Due to child /staff ratios, these children may be combined into one room or the room may be switched around. Each staff member is able to care for four infants/toddlers. If the daycare room is at capacity for children, those who are twenty-four months may need to remain in the toddler room until space becomes available.

Infants and toddlers' daily information is done on an app through HiMama needs to be filled out by the parent each drop off time. The app will inform you about how your child's day progressed, what they ate, how long they slept, etc. Parents will be emailed through the app each day.

The center supports breast fed babies by using breast milk that is brought in by the parent. **The breast milk must be labeled with the name of the child, with time of day milk was expressed and dated** . Breast milk will remain frozen if it is brought into the center that way. The frozen breast milk will be thawed out in cool water at the time of serving to the child. Expired breast milk will be returned to the parent. Children are held for bottle- feeding and rocked each day. The center follows cleaning, sanitizing and disinfection procedures for feeding items and surfaces of highchairs.

The center will follow an Infant Safe Sleep in Child Care Policy. All infants/toddlers will be placed on their backs to sleep. If an alternate sleeping position is needed, a signed physician authorization with a statement of medical reason is required. Children are not allowed to sleep in swings or baby seats. Bedding in these rooms is washed at least weekly or as deemed necessary. Each child over 1 year old sleeping on a cot, with a cover on the cot and covered with one blanket, which is stored in a bag marked with their name.

A daily schedule is posted on each room's bulletin board. Children are exposed to reading, sensory stimulation, art, music and lots of TLC each and every day. Tummy time is also provided each day.

Weather permitting all babies are taken for stroller rides and or outside into their play area. The teacher will check the Weather Watch Chart before going outside. Always send appropriate clothing including hats and shoes each day. **Send old clothes as surfacing gets clothes dirty!!!**

Sip cups from home are not allowed to be left at the Center; you may transfer the contents into our sip cups and take yours with you. Breakfast is served from 6:30 – 7:30; snacks are served at 9:15 and 2:30. Lunch is served at 11:15. When children are able to eat an adequate amount, they will be charged for a school lunch at the rate of the lunch program.

### INFANT/TODDLER SUPPLIES (PARENT BRINGS)

Diapers/ pull-ups	Oral –gel	Bottles	Diaper Rash Ointment
Gas drops (if needed)	Pacifier (if needed)		
Baby wipes	Extra set of clothes	Extra pair of shoes	
Formula/ Breast Milk	Baby food		

### INFANT /TODDLER SUPPLIES (CENTER PROVIDES)

Sip Cups	Bibs	Plates	Utensils
Bedding	Blankets	Toys	

\*Center provides all snacks unless a child requires a special diet. Donations of snack food is appreciated because we only receive food through the school. Fruit Puff and toddler snack food is not available.\*

\*Once children begin eating table food and an adequate amount they will be charged for their lunch and breakfast.

### **DIAPER CHANGING POLICY and CLOTH DIAPERS**

Every child aged two weeks through twenty-four months has their diaper or pull-up changed/checked every two hours or when deemed necessary in between these times. Staff wear gloves and wash their hands as well as the child's after each change. Diaper changing procedures are posted in the rooms and staff receives training. Soiled diapers are disposed of in a container, with lid, separated from other waste. If cloth diapers are used, soiled cloth diapers and or soiled training pants should never be rinsed or carried through the child care center area to place the fecal contents in a toilet. The staff will not empty fecal content of the child's diaper. Soiled cloth diapers should be stored in a sealed plastic bag for removal from the facility by someone from the individual child's family. The sealed plastic bag should be sent home with the child at the end of the day.

### **PRESCHOOL SCHEDULE**

Preschool will follow the regular school calendar days and will be held on Monday, Wednesday, and Friday morning from 8:15 to 11:35 or afternoon from 12:00-3:20 p.m. and Tuesday, Thursday mornings form 8:15- 1:15. Subject to change.

**Note:** Preschool classes start promptly at stated times. **Do not ever leave a child unattended in the room without a teacher present.** The preschool room is used to serve lunch between the a.m. and p.m. classes, therefore afternoon preschoolers should not arrive before 12:00.

### **PRE-K PROGRAM**

Pre-K Students must be five years old by September 15<sup>th</sup> and have completed one year of preschool. Students will attend preschool every morning through lunch and kindergarten every afternoon. Students are required to purchase supplies for both preschool and kindergarten. Kindergarten book fees will need to be paid at registration.

### **BEFORE & AFTER SCHOOL PROGRAM**

The before and after school program operates during the school year from 6:00 a.m.-8:15 a.m. and from 3:30 p.m. -6:00 p.m. The program is licensed by the Department of Human Services. It serves children in grades K-5. All children must have a medical statement and registration form on file.

The staff provides a wide range of activities appropriate for each age child. Activities include free play with a variety of toys and games, arts and crafts, outdoor play, special movie or TV time, story time, homework/quiet time, computer activities and snacks. The after school program may utilize the elementary library and facilities for about an hour before arriving at the Child Care Center. Parents may pick up their child at the elementary, and staff will communicate time of pick up to the Child Care Center.

Children are expected to follow all rules and regulations in this handbook. We reserve the right to dismiss any child from this program who may destruct any of our belongings, be disrespectful/harmful to staff or other children around them, or be unmanageable at any time.

## **SUMMER DAY CARE PROGRAM**

The summer day care program operates Monday through Friday 6:00a.m.-6p.m. from the end of the school year in May to the beginning of the school year in August. It serves children two-weeks through fifth graders (May ending fifth grade). All children must have a current physical, immunization, and registration form on file. Snacks and lunches are prepared in our kitchen by trained staff. All children through age 5 are required to participate in the 12:30-2:30 p.m. quiet time. Older children also participate in quieter activities during a portion of this time.

The staff provides a wide range of activities appropriate for each child. Activities include free play with a variety of toys, games, and materials, large and small motor activities, story time, computer activities, arts, crafts, snack and meal preparations, outdoor play and activities, and movies times. Children are expected to follow all rules and regulations in this handbook. We reserve the right to dismiss any child from this program who may destruct any of our belongings, be disrespectful/ harmful to staff or other children around them, or be unmanageable at any time.

## **SUPPLY LIST FOR SUMMER DAYCARE CHILDREN ONLY**

### **Backpack every day!!**

Extra set of clothing in a backpack every day.

Bottle of Sunscreen +30 or above

Can of spray on sunscreen +30 or above

A package of cotton balls

## **FIELD TRIPS**

Occasionally the preschool and or the daycare will take field trips during the year to places of interest. Each parent will be notified about the field trip and transportation plans. A signed permission form for each trip is required in order for the child to attend. First Aid kit and emergency contact numbers will be taken.

## **PERSONAL ITEMS**

Please label all items brought to the Center with your child's name. We prefer that your child not bring toys. This decreases the chance of having it lost or broken. If they do bring something, we will not be responsible for it. Absolutely, NO GUM, CANDY, GUNS, SWORDS, or other toys of violence. They will be taken away by the staff immediately. NO SIP CUPS, PACIFIERS OR BOTTLES are allowed in the daycare/preschool rooms. We request that NO SIP CUPS from home are left at the center in any of the rooms.

Students may not use personal electronic devices such as cell phones, ipods and other similar items during daycare hours unless the teacher has granted specific permission. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately.

## **SPECIAL SERVICES**

In cooperation with the Great Prairie Area Education Agency, our center offers on-site speech, hearing, and vision, occupational and physical services available to all children attending the center. Referrals are made upon parental/teacher concerns.

Pekin Child Care supports inclusive classroom settings and strives to do their best to accommodate the needs of every child. Our Preschool teacher has an ECSE endorsement and provides services to any children in our center that require them.

University of Iowa Hospitals/Clinics vision screenings are held every year at the Center. This is a free service provided by our local Lions Club. A detailed letter of information and parental permission will be sent home later.

If your child attends daycare under an IEP for special services there will be no charge for the time listed on the IEP for services. All other times the child attends daycare, parents are responsible for payment unless stated on IEP.

## **DISCIPLINE POLICY**

The following policy is effective for all children in our Center. All efforts are made to help children and staff members play and work together cooperatively and productively. The disciplinary policy is designed to help the child develop self-control, self-esteem and respect for the rights of others. When problems do arise, the following disciplinary steps are followed:

1. Redirection of activities.
2. Restate the rules.
3. Discuss problem-solving techniques.
4. Time out.
5. Note home to parents
6. Meet with Principal, teacher, and child.
7. Meet with Principal, teacher, child and parents.
8. Dismissal from the program.

### **NOTICE: Corporal Punishment, Restraint, and Physical Confinement and Detention.**

**State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.**

**State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine or detain a child. If a child is restrained or confined or detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.**

**If you have any questions about this state law, please contact Kim Ledger. The completed text of the law and additional information is available on the Iowa Department of Education’s website: [www.iowa.gov/educate](http://www.iowa.gov/educate).**

## **BITING POLICY**

Even in the best child care center, periodic outbreaks of biting occur among infants, toddlers, preschoolers, and occasionally older children. This is an unavoidable consequence of grouping young children together. When it happens, it can be scary and frustrating for children, parents and teachers. Understanding the reason for biting is the first step to changing a child’s behavior. Children bite for a variety of reasons: teething, simple sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress.

The caregiver should calmly respond to the child, letting them know that biting is not ok. In addition the following steps will be taken.

1. The teacher will remove the child from the situation and focus caring attention on the child who was bitten.
2. Encourage the biter to help take care of the child that was bitten (hold ice pack, comfort the child).
3. The caregiver should talk to the child who bit (if able to communicate) and talk about different strategies that the child can use next time (give them age-appropriate words- if able) instead of biting. The teacher will do this in a short and simple way.

It is important to explore the reasons for biting when it occurs. Staff needs to work with parents to gather information about the child's behavior and doing observations to determine the reasons for biting.

1. The teacher will examine the context in which the biting is occurring and look for patterns.
  2. The teacher will change the environment, routines or activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in a more appropriate manner, including using words, if they are capable of them.
  4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chances of being bitten.
6. The teacher, parent and administration will meet regularly to regulate an action plan and to measure the outcome of the changes.
7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

First Aid in response to biting (both child and adult)

1. Wear gloves, clean the wound with soap and water. Run water over the wound for 5 minutes.
  2. Apply ice or cool compress to help reduce the pain or swelling.
  3. Bandage the wound if necessary.
  4. Write an incident report for both children involved with the incident.

First Aid if a bite breaks the skin. (Both child and adult)

1. Wear gloves, clean the wound with soap and water. Run water over the wound for 5 minutes.
  2. Control bleeding.
3. Cover the wound with sterile dressing and bandage.
4. Contact parents of BOTH children involved and encourage them to contact the healthcare provider to determine if they need to be seen.
5. Write an incident report for both the children involved with the incident.

When children bite, their parents are informed personally and privately the same day. All information is confidential and names of the children involved in the incident are not shared between parents. The biting is documented on our standard incident form which is completed and signed by the parent and one copy is kept. The Center will deal appropriately with biting so it will end as quickly as possible. If you want more information on biting or have questions or concerns please let us know.

## **DISMISSAL FROM PEKIN CHILD CARE PROGRAM**

**Children can be dismissed from the program for any of the following reasons:**

1. If the child consistently disrupts the program, does not follow directions or is harmful to other children or staff.

2. Mandatory forms are not completed and maintained according to board policy and Iowa laws for licensing of preschool and daycare.
3. Any time **Payment policy is not followed.**
4. If the child consistently destructs property or equipment at the Center.

### **GRIEVANCE PROCEDURE**

The Iowa Code gives the Board of Directors (Pekin School Board) the power to suspend students and authority to confer this power on members of the professional staff.

The principal of each school building may temporarily suspend a student until a satisfactory conference has been held with the student, parents, and Principal for maximum of ten (10) days for disciplinary reasons following the due process procedures. The minimal due process procedures include the rights of students to:

1. Be given oral/written notice of the charges.
2. Be given the opportunity to admit or deny such charges.
3. Be given an explanation of the evidence against the student if they deny the charges.
4. Be given the opportunity to explain the situation.

The President of the Board shall be advised immediately and in writing of all short term and extended suspensions. Re-admission of the student after suspension will be done by the building principal. If the matter is not satisfactorily resolved in the conference with parents, the parents may request a hearing before the Board of Education and have counsel to represent them and witness if they so choose as explained in Code No: 502.3-R.

Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.

### **PET POLICY**

The Center has no pets. Pets are allowed to visit, however they must have current vaccinations and pose no threat to children. No pets are allowed in the kitchen or food preparation areas. No ferrets, reptiles, turtles, or birds of the parrot family may have contact with children while they are at the Center. Hand washing is enforced after touching a pet.

### **HIRING POLICY of STAFF**

Pekin Child Care Center is an equal opportunity employer following Pekin CSD School Board policy 401.1. We are licensed through the Department of Human Services and operate through the Pekin Community Schools. The center follows code Pekin CSD policy 411.2 in hiring people interested in employment at the center. Applicants must meet DHS guidelines stated in DHS Child Care Centers and Preschool licensing standards and procedures. Staff have met the training set by DHS in CPR, First Aid, Mandatory Report of Child Abuse, Universal Precautions, and 12 Hours of Health and Safety. Volunteers have a statement of health and are free of communicability diseases. Copies of code are on file at the center or Superintendent's office.

### **ALL STAFF MEMBERS ARE MANDATORY CHILD ABUSE REPORTERS.**

## **PEKIN CHILD CARE INFANT/TODDLER DAILY SCHEDULE**

6:00-7:30	Arrival/ Free play/ Breakfast (if needed) diaper changing
7:30-8:45	Floor time/ Free play for toddlers/ tummy time for infants
8:45-9:30	Pick-up/ hand washing/ snack/clean up / diaper checks
9:30-10:00	Craft/ clean up
10:00-10:30	Sand/ water table/ large motor play/stroller rides/ outdoor play area
10:30-11:00	Circle time/ story/ music/ fingerplays
11:00-11:15	Pick-Up/ hand washing/ get ready for lunch/put out cots
11:15-11:45	Lunch/ clean-up / diaper check
11:45-2:00	Quiet time/ naps/ pick-up cots
2:00-2:30	diaper changes/ hand washing/ snacks
2:30-3:00	Circle time/ story/ finger play
3:00- 5:00	Free play (indoor/outdoor) hand washing/ diaper changing
5:00-6:00	Free play/ pick up / stories
6:00	Close

Classes may be combined at beginning and ending times of day based on number of children in attendance. Appropriate child/ staff ratios will be maintained at all times.

Infant toddler schedule is extremely flexible and all children are always able to sleep/ eat when needed.

All areas of child development are addressed each day.

Outside play is always weather permitted and time may be adjusted greatly due to circle time/ art activities, ect.....

## **PEKIN DAYCARE SCHEDULE**

6:00-7:30	Arrival / Free play/ breakfast if needed
7:45- 8:15	School age children leave and bus kids arrive / Free play
8:15- 9:00	Free play / art activities/ sand or water table
9:00-9:15	Pick- up time/ bathroom/ hand washing/ intro to circle time
9:15- 9:30	Snack time/ hand washing
9:30-10:15	Circle time, weather, calendar, fingerplays, stories, discussions, table time
10:15-11:00	Large motor play indoor/ outdoor depending on the weather
11:00- 11:15	music/ bathroom / hand washing / conversations
11:15-11:45	Lunch (teachers sit at the table with children)
11:45- 12:30	Outside (weather permitting) Movie/ Manipulative
12:30-2:45	Quiet time naps/ quiet activities/ bathroom/pick-up
2:45- 3:00	Afternoon snack time
3:00- 3:45	Circle time, story, discussion, bathroom, hand washing, centers
3:45-5:00	Before & after school snack time/ large motor play (indoor/outdoor) Centers / Organized games/ Free Choice
5:00- 6:00	Pick-up time / Homework/ Quiet activities/ bathroom /hand washing
6:00	Closed

Classes may be combined at beginning and ending times of day based on number of children in attendance. Appropriate child/ staff ratios will be maintained at all times.

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