



Parent Handbook

Planting seeds of knowledge that will grow forever!



Table of Contents

Topic	Page #
Welcome	3
About Us	4
Admissions & Enrollment	5
Tuition & Fees	6~7
Communication & Family Partnership	8~9
Child to Staff Ratios	10
What to Bring	10~11
Curriculum/Behavior/Attendance & Withdrawal	12 – 15
Authorized Pick-up/Right to Refuse Child Release/Cellphones Usage	16
Health and Wellness	17 – 20
Fire Safety/Emergency Transportation/Center Policies	21
Family Activities	22
School Calendar & Closings	23
Parent Handbook Acknowledgement	24



Welcome

Dear Family,

Welcome to Champion Early Learning Center Thank you for entrusting us with the care of your child. We take this role and responsibility very seriously and consider it a blessing to have this opportunity. We believe that every child is a unique and special gift. Our mission is to provide a warm and caring environment that expresses joy and love as we provide a safe and nurturing atmosphere daily. We understand that a peaceful and happy place for children to learn is created through a caring, positive, and affirming atmosphere.

Champion Early Learning Center promises to partner with you to promote the growth and development of your child. We are committed to providing dedicated, trained, qualified staff members who are devoted to the care and well-being of the children and families we serve so that we can maintain our exceptionally high standards of care for your child.

We value the partnership we have with parents as we work together with you to care for, teach, build character, and prepare children for life. We look forward to developing this same partnership with you as we welcome you into Champion Early Learning Center! We are always here to meet your needs and answer your questions. Please do not hesitate to contact us at any time. We look forward to your involvement as we join together in teamwork for the continued success and growth of your child.

Thank you for choosing Champion Early Learning Center. We look forward to providing your child with caring and enriching environment.

Sincerely,

Marvin and Deidre Ross



About Us

Our Philosophy

It is the Philosophy of Champion Early Learning Center that children be encouraged to learn and grow by providing a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment. We believe children learn through meaningful play. Our Play-based, child centered program reflects the integration of physical, cognitive, social, emotional, language, self-help and aesthetic areas for the total development of the child. Meaningful play encourages curiosity, discovery and problem solving which allows individual growth and development of a positive self-image.

We recognize that parents are the child's first teachers. Children learn best when parents are involved in their educational program. The primary bridge between home and school is the involvement of family and community.

Our Mission

Our Mission is to be a holistic child-focused early learning center that helps children to develop socially, physically, emotionally and cognitively under the care and guidance of highly trained professionals and with a child friendly and loving environment.

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Staff Qualifications

Staff are hired in compliance with the state requirements and qualifications as a base minimum. Teacher Assistant/Aide Child Development Associate Credential Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected with or sanctioned by the Champion Early Learning Center.

Staff Certifications

- Adult and Pediatric First Aid, CPR and AED
- Child Development Associate (CDA)
- Daily Health Observation (DHO)
- Emergency Preparedness and Response
- Health and Safety
- Professional Development (Virginia Preservice Training for childcare staff)



Admission and Enrollment

All admission and enrollment forms must be completed, enrollment fees and the first tuition payment must be paid prior to your child's first day of attendance.

An enrollment fee of \$100 is due at the time of enrollment. This fee is non-refundable.

Based on availability, our facility admits children from infants to 12 years and 11 months.

Non-Discrimination

At Champion Early Learning Center equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Inclusion

The Champion Early Learning Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Confidentiality

Unless we receive your written consent, information regarding your child **will** not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Drop-off and Pick-up

We open at 7:00 AM. Please do not drop off your child prior to the opening. Parents are expected to accompany their children and sign them in. We close at 6:00 PM. Please allow enough time to arrive, sign your child out, and leave by closing time. School age care will also be conducted at these times.



Tuition and Fees

All payment and fee processing will be completed by Deidre Ross. She is responsible for collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding payment or fees, please contact Deidre Ross.

Tuition Rates

Infants: \$235.00 per week/Registration Fee \$100

Toddlers: \$200.00 per week/Registration Fee \$100

Preschool: \$190.00 per week/Registration Fee \$100

After School: \$100.00 per week/Registration Fee \$75.00

Three-day care \$114.00 per week/Parents will be charged for extra days

Families contract for a specific weekly schedule as indicated on the Enrollment Agreement Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

Payment

Payment is always made in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due by 6:00 PM every Friday as outlined in the Enrollment Agreement.

Methods of Payment

Several methods of payment are available for families' convenience. Families can pay by cash, check, money order, automatic electronic funds transfer **or** credit card through Bright wheel. To set up automatic, reoccurring payments, please contact Deidre Ross.

Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week of tuition. Late payments will result in the imposition of late payment fees. Failure to pay childcare payments will result in childcare services being terminated.

If payment is not received on the day that it is due, a late fee of \$15 **will** be added to your next tuition payment for each day that it is late. Repeated late payments



will result in your family being required to set up automatic payments or credit card payments. Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 15 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$35. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$3.00 per minute will be assessed beginning at 6:00 PM and will be due upon arrival. Repeated late pick up may result in childcare services being terminated.

Other Fees

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

A non-refundable enrollment/ registration fee of \$75 program charge only for school age children.

Tuition Policy

Families contract for a specific weekly schedule as completed on the Enrollment Agreement Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease (except as noted below), or weather-related or environmental issues. Weather-related or Environmental Disaster or Pandemic - in the event of a serious crisis during which we are prohibited from operating, families shall pay for the next week. Payment of your Tuition allows us to retain staff, pay operating expenses, and hold open your child's spot for when we are safely able to reopen. Credit may be given for Serious Illness/Injury - In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor's note is required to receive a credit.



Communication & Family Partnership

Daily Communications.

Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes **will** be placed into your child's cubby at the end of the day or daily communication through Bright wheel.

Bulletin Boards.

Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters.

Quarterly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk and our website for your taking.

Email.

We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Family Visits.

Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on the premises and sign out upon leaving.

Family Night.

Family nights are scheduled on a regular basis. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences.

Family & teacher conferences occur every year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any of your concerns.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room



welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors **will** be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.



Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks with reduce fatigue and help to ensure alertness. We maintain the following standard for child to staff ratios:

Age	Child to Staff Ratio	Maximum Group Size
12 months	1:4	10
13-35 months	1:5	10
3 years old	1:5	10
4 years old	1:8	11
5 to 12 year olds	1:16	20

Source: National Resource Center for Health & Safety in Childcare and Early Education

What to Bring

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

Infants: enough clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day. All bottles must be labeled and dated.

Toddlers: enough clean bottles for a day's use (if applicable), six diapers and at least two changes of clothes per day. All bottles must be labeled and dated.

Older Toddlers: at least two changes of clothes or more per day if going through the toilet training program.

Preschoolers: at least one change of clothes, socks and shoes. After School Care Children: books for homework, appropriate play clothes

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located in your child's classroom. Please note that we are not responsible for lost personal property.



Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child **will** be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution. Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 100 °F or less than 32°F degrees. Additionally, outdoor play will be cancelled if the air quality rating is 101-and above.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.



Curriculum and Learning

Learning Environment

We provide a rich learning environment with curriculum that is developmentally appropriate to the specific ages in each classroom. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curricula & Assessment

Champion Early Learning Center uses Streamin³ Curriculum. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources. For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

Developmental Screening

Champion Early Learning Center uses ASQ Ages and Stages Questionnaires, a parent completed child monitoring system. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s).

Outings and Field Trips

Weather permitting, we conduct minutes of supervised outdoor play and/or walking trips around the neighborhood several times a day for all children. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package. From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. Permission Slips for each trip must be signed



by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child. The safety of children and staff will be guarded in all activities of childcare programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the childcare program as well as during field trips.

Transitions

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to elementary school

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Transition for before/after school care

Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives at the bus stop for pick up (before school) and drop off (after school) in a timely manner. The Supplemental Enrollment Form must be completed and on file with the center in order to be eligible for this service.

Electronic Media

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child with a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to **meet** a developmental goal, and limited to no more than 20 minutes per week per child.



Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants every 10 minutes.

After lunch, all children 2 years of age participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

School-age children, although not required, shall be provided with an opportunity for a regular rest period if the child desires. For children who do not want to rest, space and time for quiet play will be made available.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn **how** to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Guidance

Champion Early Learning Center is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving helps children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behavior/Discipline Policy

Children are guided to treat each other and adults with self-control and kindness.

Each student at Champion early Learning Center has a right to:

Learn in a safe and friendly place

Be treated with respect

Receive the help and support of caring adults



When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. **If** you have any concerns about this at any time, please report it to the Director of the Center.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will **work** together to evaluate these needs in the context of our program. On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by medical, psychological, or social service personnel.

Attendance & Withdrawal

Absence

If your child is going to be absent or arrives after 8:30 AM, please call us at 540- 904-3533. We **will** be concerned about your child if we do not hear from you.

If a school age child will not be attending after-school care, please notify us at 540- 904-3533 no later than 10:00am.

Vacation

Vacation days only apply if your child is normally scheduled to attend on those days. Each child is given one week vacation in the summer.

Withdrawal

A written notice, 2 weeks in advance, is required by the center when a child is being withdrawn.

Closing Due to Extreme Weather

Should severely weather or other conditions (**i.e.**, snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be communicated through Brightwheel.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.



Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child, or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.



Health and Wellness

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every week we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding the attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's most recent wellness visit should be received before or no later than days after your child begins the program. Families are responsible for assuring that their child's required wellness visits are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

Illness

We understand that it is difficult for a family member to leave or miss work; however, to protect other children, you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. *This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.* Illness that prevents your child from participating in activities. Illness that results in greater need for care than we can provide. Illness that poses a risk of spread of harmful diseases to others.

Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.

Diarrhea

stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.

Vomiting - green or bloody, and/or more than 2 times during the previous 24 hours.

Mouth sores caused by drooling.



Rash with fever, unless a physician has determined it is not a communicable disease.
Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.

Impetigo, until 24 hours after treatment.

Strep throat, until 24 hours after treatment.

Head lice, until treatment and all nits are removed.

Scabies, until 24 hours after treatment.

Chickenpox, until all lesions have dried and crusted.

Pertussis (Whooping Cough), until 5 days of antibiotics.

Hepatitis A virus, until one week after immune globulin has been administered.

Tuberculosis, until a health professional indicates the child is not infectious.

Rubella, until 6 days after the rash appears.

Mumps, until 5 days after onset of parotid gland swelling.

Measles, until 4 days after onset of rash.

Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

1. They are free of fever, vomiting and diarrhea for 48 hours.
2. They have been treated with antibiotics for 48 hours.
3. They are able to participate comfortably in all usual activities.
4. They are free of open, oozing skin conditions and drooling (not related to teething) unless:
5. The child's physician signs a note stating that the child's condition is not contagious, and;
6. The involved areas can be covered by a bandage without seepage or drainage through the bandage.
7. If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

- (A) Our center does administer prescription or over the counter medication to children.
- (B) All medications should be handed to a staff member with specific written instructions for



administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

Prescription medications require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

Non-prescription medications require written permission and instructions signed by the child's primary care physician. **The** written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container.

Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.

(C) Non-prescription topical ointments (e.g., diaper cream or teething gel), sunscreen and insect repellent require a note signed by the, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments.

Included among the reportable illnesses are the following:

1. Bacterial Meningitis
2. Botulism
3. Chicken Pox
4. COVID-19
5. Diphtheria
6. Hemophilus Influenza (invasive)
7. Measles (including suspect)
8. Meningococcal Infection (invasive)
9. Poliomyelitis (including suspect)
10. Rabies (human only)
11. Rubella Congenital and Non-congenital (including suspect)
12. Tetanus (including suspect)
13. H1N1 Virus
14. Any cluster/outbreak of illness
15. Tuberculosis

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and



outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. **If** the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations. In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers - and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. **If this occurs**, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called



and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Emergencies

Lost or Missing Child

In the unlikely even that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within seconds, the family and the police will be notified.

Fire Safety

Our center is fully equipped with fire safety equipment. Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Center Policies

Our center policies not included in this handbook are reviewed and updated as needed. They are available for review upon request to the center director.



Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals. Please see the list of Family Activities below.

Open House

Back to School Night

Holiday Gathering

Fall Festival

Family Picnic

Classroom Activities: Enjoy and help your child's class with these special activities.

Share a meal with your child

Chaperone field trips

Read to children at arrival or pickup

Volunteer in the classroom

Donate requested items

Contribute to class Potluck Meal



School Calendar/Closings

We are closed for the holidays listed below. The exact dates may be subject to change. Please look for more specific information on closings during that season:

New Years Eve

New Years Day

Martin Luther King Jr. Birthday

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Thanksgiving

Black Friday

There is a Winter Break between Christmas Eve and New Years during which time the center will be closed.



Parent Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment. This handbook may be updated periodically. Notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family. Please check the following statements below and provide the requested information:

☐ I have received the Champion Early Learning Center Parent Handbook

☐ I understand that it is my responsibility to understand and familiarize myself with the Parent Handbook and to ask center management for clarification of any policy, procedure or information contained in the Champion Early Learning Center Parent Handbook that I do not understand.

Child's Name

Child's Date of Birth

Parent's Signature

Date

Center Staff Signature

Date

Thank you for choosing Champion Early Learning Center!

