

Children's Learning Center of Ephrata



Parent Handbook



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Center Philosophy

We believe in the development of the whole child. Our curriculum focuses on the creative, intellectual, physical, social, and emotional growth of each individual. Our approach fosters the young child's competency in a warm, happy, and secure environment. While our emphasis is on children, we encourage and support family involvement.

We have several goals for children in our care:



- ★ To be competent and confident in their abilities.
- ★ To be self-directed in a constructive, creative manner.
- ★ To develop self-control and a sense of right and wrong, choices and consequences.
- ★ To learn cooperation with other children as well as adults.
- ★ To be successful in future educational experiences.
- ★ To feel good about who they are.
- ★ To reach their full potential in intellectual, physical, emotional, and social development.
- ★ To develop a love for active learning.



Children's Learning Center provides preschool and childcare to any family regardless of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, or physical, mental, or sensory disability.

Parent involvement: Successful children have involved parents. Teacher and Parent communication and collaboration are strongly encouraged. Keep your child's teacher informed of changes in home life. If you are struggling with behaviors, ask what works for the teachers. Teachers will be asking what works at home. Parents are invited to be an active part of their child's classroom.

During hours of operation, parents have free access to all areas of the center that their child uses. Please spend some time in your child's classroom each day.



Ongoing Screening and Assessments

Screenings and Assessments are important tools in helping your child grow. Skills such as improving fine motor control, throwing a ball, and writing their name are called developmental milestones. Children reach milestones in how they play, learn, speak, act, and move (balancing, jumping, hitting a ball etc.)



Screening **ASQ-3**



1 in 6 children have a developmental delay or disability. Children's Learning Center of Ephrata uses the Ages and Stages Questionnaire 3 (ASQ-3) screening tool to help teachers and parents identify any development concerns. Parents will be asked to complete the ASQ-3 questionnaire within 45 days of beginning care and annually thereafter. The ASQ-3 will be provided in their home language. After teachers review and score parent's responses in the questionnaire, results will be shared with the parents and any concerns discussed in their home language. Resources for further evaluation and testing will be provided to parents. ASQ-3 will be re-administered annually to capture the progress being made.

Assessments



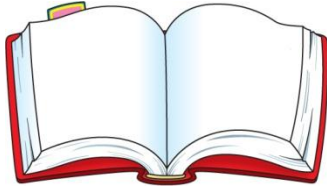
To capture progress on school readiness, we use informal observations and the CDC's Developmental Milestones checklist for our assessments. The CDC's checklists give our teaching staff the flexibility to do observations on skills in different learning areas 4 times a year, beginning in the first 90 days of enrollment. The information collected will be periodically shared with parents in their home language (2 or 3 times a year).

Individualization

Results from the ASQ-3, ongoing informal observation and assessments will be used to identify individual learning needs for children in care. We will discuss with the parents which learning area they would like us to focus on when planning activities to meet their child's needs. Children's Learning Center of Ephrata encourages learning through carefully planned activities and a carefully curated learning environment. Classroom environments are changed to meet and encourage specific learning needs.



Curriculum



The curriculum at Children's Learning Center is based on the total development of each child. The learning environment provides developmentally appropriate experiences designed to stimulate the child's social, emotional, physical and cognitive growth. Learning through play and exploration of the world around them is the heart of our curriculum. Daily lessons incorporate both free play and directed activities using structured themes. It is through play that children learn about themselves, others, and the world around them.

Infants and Toddlers:

➤ Birth to 30 months of age



Infants & Toddlers develop an understanding of the world around them through their senses and physical interactions. The infant & toddler program provides various age-appropriate experiences and exercises which allow each child to develop at their own pace.

The children are spoken too, sung too, and read too often. Their environment is rich in toys and objects to see, touch, climb and explore.

Infants are supported in trusting & responsive relationships with their teachers. Infant room teachers take care of all infant needs, physical and emotional. They interact constantly with the awake infants while monitoring the sleeping infants.



As they grow into toddlers toilet training, managing emotions, learning independence skills and developing a positive self-concept are all part of the curriculum.

Sample Toddler Schedule:

5:30-6:30 Nap or rest in gym for early arrivals.

6:30-7:30 Free play in gym.

7:30-8:30 Diaper check & wash hands / Free play in classroom.

8:30-9:00 Breakfast, wash hands before & after.

9:00-9:30 Outdoor or gym play

9:30-10:30 Free play & teacher lead activity in classroom.

10:30-11:00 Diaper check & wash hands / Free play in classroom.

11:00-11:30 Lunch, wash hands before & after.



11:30-2:15 Nap Time / Diaper check & wash hands as they wake.

2:15-2:45 Snack, wash hands before & after.

2:45-3:15 Outdoor or gym play, gross motor development.

2:45-3:00 Diaper check & wash hands / Free play in classroom.

3:00-4:30 Free play & teacher lead activities in classroom.

4:30-4:45 Diaper check & wash hands / Free play in classroom

4:45-6:30 Free play in gym.

Preschool: 2 1/2 & 4 years of age

Our preschool program offers a balance of free play and structured individual and group activities. At this age, children are developing more complex peer relationships, asking questions about the world, and developing self-discipline and control. To enhance these skills our program offers activities and experiences in areas of science, math, beginning reading and writing experiences, large and small motor skills, dramatic play, block play, creative and movement activities. Each child is viewed as a unique person with an individual pattern and timing of growth and development.



Pre-K: Starting Kindergarten the following school year, (5 years old on Sept. 1)



Like our preschool class, our five-year-old program offers a balance of free play and structured individual and group activities. Experiences are provided that meet children's needs and stimulate learning in all developmental areas - physical, social, emotional, and intellectual. Each child is viewed as a unique person and activities are designed to develop children's

self-esteem and positive feelings toward learning. Children are allowed to select their own activities from among a variety of learning areas prepared by the teachers. This classroom continues to enhance reading and writing skills to prepare each child for kindergarten. Children are offered many opportunities to develop social skills, such as cooperating, helping, negotiating, and talking with each other to solve problems.

Sample Schedule preschool and Pre-K:

5:30-6:30 Nap or rest in gym for early arrivals.
6:30-7:30 Free play in gym.
7:30-8:20 Free choice centers in classroom.
8:20-8:30 Potty & wash up for breakfast.
8:30-9:00 Breakfast, wash hands before & after.
9:00-10:30 Small group activities & free choice centers.
10:30-10:50 Outdoor or gym play.
10:50-11:00 Potty & wash up for lunch.
11:00-11:30 Lunch, wash hands before & after.

11:30-1:45 Nap time, if napping or playing outside or quietly inside, if not.
1:45-2:00 Potty & wash up for snack / free choice centers.
2:00-2:20 Afternoon Snack, wash hands before & after.
2:20-3:45 Teacher lead activity & free choice centers.
3:45-4:15 Outdoor or gym play, gross motor development.
4:15-5:00 Small group activities & free choice centers.
5:00-5:20 Begin moving into gym as space allows youngest children first.
5:30-6:30 Free play in gym.



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School age: 5 - 12 years of age



As children enter elementary school they strengthen close relationships in peer groups, can communicate more effectively with peers and adults and are better able to solve problems and use abstract thinking. To develop these skills, we offer a personalized before and after school program to balance the more structured school setting. Children in this program are provided with a large variety of stimulating hands-on learning experiences to suit their needs.

Sample Schedule School-age:

All Day Schedule

5:30-7:30 Free play in gym.
 7:45-8:10 Breakfast, wash hands before & after.
 8:10- 9:00 Outdoor or gym play, gross motor development. Art and Science activity.
 9:00-10:00 Free choice at centers
 10:00-11:00 Teacher lead activity in classroom.
 11:00-12:00 Free play in classroom.
 12:00-12:30 Lunch, wash hands before & after.
 12:30-1:45 Rest & quiet time. Read, puzzles quiet game or outside play.
 1:45-3:00 Teacher lead activity.

After School Schedule

3:15-3:45 Snack on arrival, wash hands before & after.
 3:30-4:15 Free play in classroom or outside play.
 4:15-4:45 Gym play, gross motor development.
 4:45-5:30 Free play & clean up.
 5:45-6:30 Free play in gym.



Transitions

Transitions are times when children move between and adapt to different spaces, places and people, changes in experiences, expectations, and routines. The term encompasses regular transitions across a day and those that occur at significant times in children's lives such as starting in childcare or full-time school.

Children experience a range of transitions including:

- Going from home to an Early Childhood Education Program like ours
- Moving from one age grouping or room to another
- Starting full-time school



Transition from home to early learning care setting

For many children, entering an early learning care environment is easy and few difficulties occur. For others, the transitions can be more difficult. If your child has a challenging time being dropped off on their first few days, we will work to comfort them using different methods. Sometimes it is best to start slowly and have parents stay 10-15 minutes before leaving the Center. Other children do better with a drop and run strategy. Parents know their children best. We will communicate with you and keep your child's best interest in mind. We will collaborate with you to find a routine that works for you and your child. For older toddlers and preschool children, a goodbye ritual can be helpful. We will be focused on making sure the transition to the early learning environment fits your family's needs.

Transition to a new classroom

Parents will be consulted when preparing their child to move classrooms. We will ask for their opinions and requests. Children, infants up through 4 years of age, transition when developmentally ready for the next group not merely based on age. Transitions can be swift or gradual depending on an individual child's needs. Some children need increasingly long visits to the next class to get comfortable. Others need a quick transition and adjustment period. Child specific needs and emotional adjustment to the new environment, in consultation with parents will inform the length of the transition period. Most children will refuse to return to their old classroom when comfortable with the new environment.

Most of the 4-year-old class will move to the Pre-Kindergarten class in September right after school starts. Children who are expected to start kindergarten the following September become the new Pre-Kindergarten class. Again, individual child needs are considered when moving children up.

Transitions to Kindergarten

We will let you know when the Ephrata and Soap Lake School Districts open online kindergarten registration. As a center, we will put together a portfolio with some of your children's work to be shared with your child's new teacher. This will help your child's Kindergarten teacher get to know them better and be able to see what they have been doing while in our care.



Discipline

Noticing and naming desired behaviors are effective methods of behavior management with children. You get more of what you draw attention to. We do not use corporal punishment. Children engaged in positive, non-violent, and understanding interactions with adults, develop a good self-concept, problem solving abilities, and self-discipline. Based on this belief our center practices the following. We:

- 1) Modify the classroom environment in an attempt to prevent problems before they occur.
- 2) Notice and name desired positive behaviors when children engage in them.
- 3) Redirect children to appropriate behaviors or activities.
- 4) Teach emotional regulation, helping children understand and name what their body is doing or what they are feeling and how to manage those reactions.
- 5) Teach the children how to tell a peer that they do not like what a peer is doing. Help them learn to solve and address issues without adult intervention in a manner acceptable to all sides.
- 6) Listen to the children.
- 7) Reason with and set clear, consistent limits and expectations for the children.
- 8) Provide the children with natural and logical consequences of their behaviors.
- 9) Ignore minor misbehaviors and harmless attention seeking when necessary.
- 10) Use short, supervised periods of "Time-Out".



Expulsions

Children's Learning Center of Ephrata practices Trauma Informed Care. We meet families and children where they are in life and build on their strengths and success. In cases of more consistent aggressive or harmful behavior, we communicate and work with parents to develop a support plan where parents and teachers can work together on managing behavior. Teachers and staff will work to identify areas to adjust the Center's program and environment to meet a child specific need to increase the child's success. Parents will be encouraged to seek additional screening or behavioral health options for their child; referrals will be provided to the mental health consultant. We welcome Service providers and delivery of services to children while in attendance at the Center. Parents who refuse to acknowledge that their child has special needs or are unwilling to collaborate with teachers on



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behavioral support will be asked to find other care arrangements for their child as the Center will be hampered in our ability to provide quality care.

Teachers and support staff take annual training to support and promote positive social and emotional development in the children we care for, thereby reducing challenging behavior at the center and at home.



Biting & Hitting!!!

Unless your child is very very lucky, they will likely be bit at some point in care. As a center we don't expel children for biting, scratching or hitting. Toddlers and young preschool children do this for a variety of reasons: a defense — if they are fighting with another child, out of frustration or upset,

which they can't put into words, when they are excited or overwhelmed, to get attention, or just to see what happens. Teething children bite as comfort for teething pain, as well.

Our teachers work hard to identify why and when a child is being aggressive. When a pattern is recognized, environmental changes are made. Repeatedly aggressive children are watched more closely, visually and in proximity, so the teacher can interrupt and redirect the aggressive behavior. If needed additional, staff are added to support specific children as they work through aggressive behavior while learning new social skills. Children are not born civilized; they must be taught how to get along.



Our center has partnered with brightwheel, the leading early education app, to help us deliver an enriching childcare experience for your family.

We use brightwheel to:

- To check children into and out of care each day.
- For communication between parents and teachers and director
- For sharing photos, videos, and progress updates
- For sending tuition bills and receiving payment
- To alert parents to incidents or injuries involving their child
- To track you child's learning and development

Once your child's registration is entered in brightwheel you will get an invitation.

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Be on the lookout for an invitation to join Children's Learning Center of Ephrata on brightwheel! The invitation will include a link for you to set up your account.

Transportation: The Center does not provide transportation. Ephrata and Soap Lake school district buses transport the children between the Center and the District's schools. We have 12 or more buses pick up and drop off most days.



Field Trips: We take walking field trips around the Center's neighborhood, up to Columbia Ridge Elementary or the Airport. We may use public transportation Grant Transit Authority to travel around Ephrata. Notice will be provided in advance.

Meals and Snacks: The following meals and snacks will be served at the Center.



Breakfast- 8:00-9 AM

Lunch- 11:00 AM-12 PM

Afternoon Snack- 2:00 PM or upon arrival from school

Meal and snack menus will be posted one month in advance on the bulletin board by the office.

- 1) **Sample menu:** Morning Snack: French toast, orange wedge and milk.
Lunch: Spaghetti (tomato meat sauce & pasta), carrots, peaches, and milk.
Afternoon Snack: Cracker, fruit, water, or milk.
Evening Snack: Graham cracker, water, or milk.



- 2) **Foods brought from home** will be checked to ensure safe preparation, storage, and nutritional adequacy. If needed the Center will supplement a child's meal brought from home so that it meets nutritional requirements as set out by licensing requirements.
- 3) **Food allergies:** Please let us know of any food allergies or special dietary requirements for your child. Menu modifications are planned and written for children needing special diets. We are a peanut and tree nut free facility.

Hours of Operation



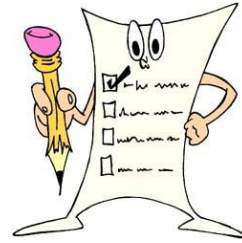
We are open **Monday** through **Friday** from **5:30 a.m. to 6:30 p.m.** year-round. The Center closes for the following holidays: New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas Day.



Required Registration Forms:

These must be complete before your child's first day.

- 1) A completed registration packet
- 2) Complete immunization records.
- 3) Authorization for pick-up/emergency contacts
- 4) A copy of any court orders regarding child custody/visitation issues



Fees- Parents must complete a Payment and Attendance Agreement upon enrollment of their child. The following is only a summary of the full agreement.



Child Care Rates	Up to 5 hours	Up to 10 hours	Additional charge for Over 10 hours
Enrollment Fees by Age	Half Day Rate	Full Day Rate	Overtime rate
Infants 1 month to 11 months	\$32.00	\$62.00	\$31.03
Toddler 12 months - 29 months	\$29.00	\$56.00	\$28.07
Preschool 30 months - 5 years	\$27.00	\$53.00	\$26.59
School Age 5 years - 12 years	\$27.00	\$53.00	\$26.59

Those enrolled for full time may opt for a regular monthly payment:

Infants 1 month to 11 months	\$1350.00
Toddler 12 months - 29 months	\$1200.00
Preschool 30 months - 5 years	\$1125.00
School Age 5 years - 12 years	\$1125.00
Before and After school	\$575

Payment requirements:

- 1) You are billed at the beginning of each month based on your registered days for the month. Example: If your child is registered M-F full time, you will be billed for 20-23 days a month. If your child is M-W, you will be billed 12-14 days per month. The number of weekdays in a month varies.
- 2) Payment is expected in full by the 6th of each month.



- 3) A late charge of \$25 will be applied to accounts past due in excess of two weeks.
- 4) Accounts more than two weeks behind may result in discontinuation of services.
- 5) Payment reserves your child's spot and is expected whether child attends or not. (If registered for 5 days a week, you pay for 5 days a week.)
- 6) Children enrolled full time (5 days a week, all day) will have 10 vacation or sick days per year.
- 7) Children may attend more days than they registered, provided there is room in their class.
- 8) A late charge of \$1.00 per minute will be charged whenever children are picked up after 6:30 P.M.
- 9) Parents will supply diapers for their child. Center supplied diapers will be charged at a rate of \$1.00 per diaper.
- 10) There will be a \$35.00 NSF fee for all returned checks.
- 11) If you decide to remove your child from our care, we will require two weeks' notice. You are responsible for payment for the two weeks even if your child does not attend.

Drop off & Pick Up:

When dropping off your child, personally bring them into the building, sign them in and make contact with a teacher.

When picking up your child, claim them from their teacher and sign them out with a full signature.



Children must be signed in and out of care!

We do not allow any child to leave the center with anyone other than the child's parent or persons listed on the enrollment form. Anyone authorized to pick up your child should be prepared to show picture ID.

- The sign in / sign out is done in the brightwheel app either at the kiosk or your phone.
- Staff will sign out school-age children when they leave for school and sign the children back in when they return from school.
- Children are not allowed to sign themselves in or out of the childcare center.
- Children will not be released to a parent or any other person who is under the influence of drugs or alcohol.
- Please let us know if your child will not be in attendance, especially if they



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routinely arrive on the school bus. If they routinely arrive on the bus and they do not appear, we will be calling the school and the bus garage to make sure the child is safe.

Emergency Contact Information:



Each child must have a list of names and phone numbers of emergency contacts. The emergency contacts are people in the area who are authorized by the parent(s) to pick up and/or care for the child in case of illness or emergency when the parent cannot be reached. Please make sure these people know they are emergency contacts for your child. Whenever there are changes

to be made, it is the parent's responsibility to update the emergency information with the office staff and make changes in the brightwheel app to phone numbers and people with permission to pick up your child.

Child Abuse Reporting Requirements

Center staff are required by Washington State law and licensing requirements to report immediately to the police or Child Protective Services any instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation.

Depending upon the recommendation of Child Protective Services, Center staff may not be able to notify parents that a report was made.



Birthdays:

Birthdays may be celebrated at the center. Please contact your child's teacher if you wish to bring treats for the children. Please

don't bring homemade food, health regulations require that all food be store bought or made at the center. We are a peanut and tree nut free facility.



Holiday Celebrations:

We are not a faith-based organization. Affiliated holidays represent opportunities for young children to learn about the celebrations various cultures observe. Certain holidays are recognized in the preschool classrooms in ways that are consistent with the individual program's curriculum and the age of the children. Examples include: (but are not limited to), Thanksgiving, Hanukkah, Christmas, Easter, St. Patrick's Day, St. Valentine's Day, and Ramadan. The center staff recognizes, understands, and values other holidays which reflect the cultural diversity represented among our





families. Teachers encourage all parents to propose the introduction of holidays that reflect their family background and traditions. Such celebrations are unique opportunities for children to experience and understand various cultural heritages.

Clothing & Personal Belongings:

We ask that all clothing be right for childcare. We do many fun and messy activities. Although children always have access to paint shirts for messy activities, there may be mishaps. We do not want to ruin anything that is special to you or your child. We ask that you always have one complete outfit for your child here at the Center; please check periodically for fit and weather appropriateness. **Always label everything with your child's name.**



A word about our Lost and Found. Please label EVERYTHING that comes into the center. In the fall, please be sure to label coats, backpacks and lunch boxes. If you have bought them locally, please check to make sure you have your kid's belongings, and not their friends when you walk out the door at the end of the day.



Our dress code is simple, please wear clothing that can get dirty. If your child's clothing gets so dirty it requires a change, staff will bag and tag the dirty clothes and put them in their locker or cubby. Please take these bags home at the end of the day. Items left in lockers or cubbies over the week, will be washed on Sunday's and donated to the center's collection of spare clothes.

If you send lunch or snack items to school, please be aware that we are a peanut and tree nut free facility. Lunchboxes should be labelled. Items inside should be dated. Food that is not consumed by the end of the week will be tossed.

Each class has a certain specific style of water bottle labeled for individual use. They are washed and returned to the classroom daily. Staff members should label their water bottles, too. Unlabeled water bottles that are amassed will be donated to the center.

Toys:

We prefer that children do not bring toys from home. Toys brought to the center may not go home again, at least with the right child. Young children's sense of ownership is "if its in my pocket, its mine." Again, we do not want a favorite toy to be broken or lost here at the center.





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Outdoor Play: Please bring proper clothing for the weather (i.e., a sweatshirt, jacket, gloves, and hat). Unless the weather is extremely severe, we will go outside for much needed fresh air and large motor play. If your child is too ill to go outside, they should be kept at home. We stay inside if the temperature is above 95° F or below 20° F. Shoes are required for all walking children. Water play every Friday mid-June through August, Center wide. Send a swimsuit and towel.

Hygiene

Hand Washing: Children will be encouraged to learn good hygiene habits. Children will be guided by teachers to wash hands with soap and water upon arrival at the center; before and after meals and snacks or cooking activities; after toileting or diapering; after handling or encountering body fluids such as mucus, blood, saliva or urine; after outdoor play; after touching animals; before and after water table play; and when leaving at the end of the day. All this washing may lead to dry hands.



Brushing Teeth: All children present after breakfast will be encouraged to brush their teeth. Developmentally appropriate help will be provided to ensure brushing is done safely. We use non-fluoride toothpaste. Brushes and toothpaste provided by the Center.

Diapering and Potty Training: Please see the full diapering and potting training section on pages 18-20. Being fully potty trained is not a requirement for enrollment. We work with children at all developmental levels. Children are assisted with toileting needs as they require. We encourage and support children to develop self-sufficiency in toileting.

Health Issues



No-Smoking/Vaping Policy:

This is a non-smoking non-vaping facility. No smoking or vaping is allowed inside the building at any time. Smoking and vaping are prohibited within 50 feet outside the center. Please do not dispose of your cigarette butts on the center property.

Rest Time:

The children have a rest period each day. Cots or mats, sheets and blankets are provided and are laundered each week. Children can bring a favorite blanket or stuffy to help them rest if needed. These will be returned to the child's locker after rest time and should be taken home each week and washed.



Sick Child Policy:

For the safety and health of all our children and teachers, sick children need to be at home. Please do not send your child to school if they have any of the following described symptoms. Also be advised, if your child exhibits any of the following symptoms while at school, you will be contacted to come pick up your child.

- 1) Fever of 100 degrees under the arm or higher **AND** who also have one or more of the following: diarrhea, sore throat, earache, rash, show signs of irritability or confusion.
- 2) Vomiting on two or more occasions within the last 24 hours.
- 3) Diarrhea—three or more watery stools within a 24-hour period or one bloody stool.
- 4) Abnormal body rash, especially with fever or itching.
- 5) Unusual fatigue or irritability that prevents participation in regular activities.
- 6) Eye discharge or pink eye.

Children can be readmitted after:

- A medical diagnosis to rule out infection.
- 24 hours after beginning antibiotic treatment.



- 7) Open or oozing sores, unless properly covered and 24 hours after beginning antibiotic treatment, if needed
- 8) Lice, nits and scabies.

Children and staff can be readmitted after:

- Treatment for lice is completed, and no nits are found.
- Treatment for scabies is completed.

Medications:

We must have written consent before we can give any child any Proscribed or over the counter medication, including lotions and rash ointments/creams. Prescriptions



must have a Prescription label with child's name and instructions.

Medication permission forms are available through the office. For chronic or life-threatening illnesses, we must have a signed Health Care Plan from the child's physician.

Injuries:

The staff makes every effort to ensure the safety of your child.

Unfortunately, accidents do occur. To keep you informed, we will

provide you with an Incident Report for each occurrence. In case of a severe injury, we will make every attempt to contact you for instructions. If we cannot reach you,





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we will call the person you have written down as an emergency contact to make emergency medical decisions about your child. Your signed emergency medical release will also aid us in obtaining prompt medical care. A staff member will stay with your child until your arrival. Staff will not administer medical treatment, other than emergency first aid. All staff have up-to-date CPR and First Aid training.

Infant and Toddler Care



Feeding and nutrition

- 1) Infants will be given formula or labeled and dated breast milk as provided by the parents.
- 2) Parents and teachers will communicate and collaborate on introducing solid foods to infants.
- 3) Children 12-23 months are given whole milk unless the child's parent/guardian **and** health care provider have requested low-fat milk or a non-dairy milk substitute in writing. (*Low-fat diets for children under age 2 may affect brain development.*)
- 4) When parents provide food from home, it must be labeled with the child's name and the date. Perishable foods are stored at or below 41° F.
- 5) Children eat from plates and with utensils. Food is not placed directly on the table.
- 6) Children are not allowed to walk around with food or cups.
- 7) Teachers sit with young children when eating and engage in positive social interaction.

Napping

Children 29 months of age or younger follow their individual sleep patterns. Alternate quiet activities are provided for a child who is not napping (while others are doing so). Rooms are kept light enough to allow for easy observation of sleeping children.



Diapering

We use parent supplied disposable diapers at our center. Children are **never** left unattended on the diaper-changing table. Safety belts are not used on the diaper changing table. (*They are neither washable nor safe.*)

The diaper changing table is used only for diapering. Toys, pacifiers, paper, dishes, blankets, etc., are not placed on the diapering surface.



The following diapering procedure is posted and followed at our center:

- 1) Wash Hands.
- 2) Gather necessary materials. If using bulk diaper ointment, put a dab of ointment on paper towel.
- 3) Put on disposable gloves, if desired.
- 4) Place the child gently on table and remove diaper. *Do not leave the child unattended.*
- 5) Dispose of diaper in hands-free container with cover.
- 6) Clean the child's diaper (peri-anal) area from front to back, using a clean, damp wipe for each stroke.
- 7) Remove gloves and wash hands. Please note: A wet wipe or damp paper towel may be used for this hand washing only. *Do not leave the child unattended.*
- 8) If the parent/guardian has completed a medication authorization for diaper cream/ointment/lotion, put on gloves and apply to area. Remove gloves.
- 9) Put on clean diaper. Dress child.
- 10) **Wash the child's hands** with soap and running water (or with a wet wipe for young infants).
- 11) Place child in a safe place.
- 12) Clean diaper changing pad with detergent and water, rinse, and then sanitize with bleach solution (1 tablespoon bleach in 1 quart water). Allow the bleach solution to air dry or to remain on the surface for at least 2 minutes before drying with a paper towel.
- 13) **Wash Hands.**

Stand-Up Diapering for Older Children

We do standup diapering as for older toddlers and preschool children. Stand-up diaper changing takes place: in the bathroom. Diaper changing procedure is posted in stand-up diaper changing area.



Stand-up diaper changing procedure is followed:

- 1) Wash hands.
- 2) Gather necessary supplies (diaper/pull-up/underpants, wipes, cleaner and sanitizer, paper towels, gloves, plastic bag).
- 3) Put on disposable gloves.
- 4) Coach child in pulling down pants and removing diaper/pull-up/underpants (and help as needed).
- 5) Put clothing in plastic bag (or help child in doing so).
- 6) Coach child in cleaning diaper area front to back using a clean, damp wipe for each stroke (and help as needed).



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- 7) Put soiled wipes and diaper into hands-free covered trash can lined with a plastic garbage bag.
- 8) Remove gloves.
- 9) Wash hands (in sink or with wipe) and coach the child in doing the same.
- 10) If a signed medication authorization indicates, apply topical cream/ointment/lotion using disposable gloves then remove gloves.
- 11) Coach child in putting on clean diaper/pull-up/underpants and clothing and washing hands (in bathroom/hand washing sink).
- 12) Close and put any bag of soiled clothing into child's cubby.
- 13) Use 3-step method on floor where change has occurred:
 - a) Clean with detergent and water.
 - b) Rinse with water.
 - c) Sanitize with bleach solution (1 T. bleach in 1 quart water). Allow the bleach solution to air dry or to remain on the surface for at least 2 minutes before drying with a paper towel.
- 14) Wash hands (in bathroom/hand washing sink).



Toilet Training Policy

Toilet training starts when the child shows readiness and in consultation with the child's parents. Parents will need to supply training pants and extra clothing. Teachers will help your children in learning to use the toilet and good hygiene practices. Please share what is working at home and we will do our best to support your approach at the Center. Children may continue to have occasional potty accidents through kindergarten. Stressful events or major life changes may cause regression in potty training success. The key is to not turn going potty into a power struggle.

Drills and Evacuations

Upon enrollment all parents will be provided a full copy of the Center's DISASTER PLAN. Parents will need to review the plan annually.



Earthquake Drills: Emergency earthquake

drills are held quarterly to acquaint your child with the "duck and cover" procedure.



Fire Drills: Fire drills are held monthly to acquaint your child with evacuation procedures. Our center is equipped with a fire alarm system and fire extinguishers are placed throughout the building.

Lock Down Drills:





Lock Down Drills are held every quarter to acquaint your children with procedures taken to secure the building in an emergency.

Emergency Evacuations:



If temporary evacuation is called for, we will meet at the empty field next to the outdoor play area, or to the grass area by the airport if more distance is needed. If a more permanent evacuation is needed, we will evacuate to the St. Rose School Gym. An attempt will be made to reach all parents by telephone if these procedures are implemented.

DISASTER PLAN: Summary of plan.

The Center developed an emergency/disaster plan to provide safe care for your children should an emergency or disaster occur during the program day. You will be provided a full copy of the plan during the enrollment process and annually thereafter. A copy of this plan is always available for review. It is in the Policy Manual at the front sign-in counter.



Staff are introduced to this plan during orientation. Additionally, we review the plan with staff quarterly.

The plan includes responses to BOMB THREAT, CHEMICAL OR RADIATION EXPOSURE, DANGEROUS PERSON, EARTHQUAKE, EVACUATION, FIRE, FLOOD, HEATWAVE, LIGHTNING, LOCKDOWN, MISSING OR KIDNAPPED CHILD, PANDEMIC FLU/CONTAGIOUS DISEASE, POWER OUTAGE, SEVERE STORM, SHELTER-IN-PLACE, VOLCANO, and WINDSTORM

Pesticide Policy: Summary of policy.

The Center works to avoid the need for pesticides by maintaining a clean and well-maintained environment. Parents will be notified in advance of planned use of pesticides, herbicides, or fertilizers at the Center. Pre-notification will be done at least one week in advance. The notification system shall include:

- 1) A letter sent home to parents with children.
- 2) Posting of the pre-notification at the sign-in desk, announcement bulletin board and the front door of the center
- 3) Notification will include:
 - a) Method of application





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- b) Date of application
- c) Pesticide to be applied.
- d) Name of company applying pesticides and license information
- e) Area of application
- f) Pest controlled.

In case of an emergency application (wasp nest in the playground area), Time of Application Notification signs will be posted at the door, bulletin board, front desk and in the area of application. The sign shall contain the above-mentioned information.

Parents will be provided a full copy of the Center's Pesticide Policy during the enrollment process and annually thereafter. A copy is always available for review in the Policy Manual at the front sign-in counter.

Animal Policy: Summary of policy

The Center may have any animals fish, crabs or tank contained animals on site.

Children do not directly handle these class pets.



Parents will be notified of planned animal encounters on the premises and the potential health risks associated with the animals. A plan will be developed for children with allergies to animals.

Visiting Animals

- 1) Visiting animals must be under control at all times.
- 2) Please ask permission before bringing animals on site.
- 3) An adult must remain on site with the animal.
- 4) Animals must be current on vaccinations and in good health.
- 5) Animals will only be allowed in the main gym floor area of the center.

Care of Animals

- 1) The adult bringing the animal is responsible for all feeding, watering, and cleaning up after the visiting animal.
- 2) Animals are not allowed to use the children's play areas inside or outside as a restroom.
- 3) All containers or cages will prevent debris from spilling out of the container or cage.

Should the Center ever have a Center pet parents will be provided a full copy of the Center's Animal Policy during the enrollment process and annually thereafter. A copy is always available for review in the Policy Manual at the front sign-in counter.



Federal Non-discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at 202-720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at 800-877-8339.

To file a program discrimination complaint, a Complainant should complete [Form AD-3027, USDA Program Discrimination Complaint Form\(link is external\)](#), from any USDA office, by calling 866-632-9992 or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **Mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **Fax:** 833-256-1665 or 202-690-7442; or
3. **Email:** [USDA Program Intake\(link is external\)](#)