

HOLY FAMILY

TEDDY BEAR CLUB

HANDBOOK



2023 – 2024

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Philosophy

The Teddy Bear Club is concerned about the development of the whole child. We feel that young children learn and grow best in an environment that responds to their physical, emotional, social, and intellectual needs. We believe children build positive self-concepts through interaction with a rich and varied environment, other children and warm, supportive adults. Our program offers a balance of free choice and structured activities in large group, small group and individual settings.

The Teddy Bear Club believes children develop a positive self-concept when they are respected, listened to and loved. Children enhance their sense of initiative and competence when they choose activities based on their abilities and interests.

We, the staff, will...

- * provide a gentle loving atmosphere where our first priority is the children's all-around development and welfare.

- * assist children in developing caring, curious, responsible and independent attitudes and behaviors.

- * enjoy and respect the children; they are our most valuable resource

- * welcome your questions, comments, and ideas--you are part of our team

General Information

All staff has regular background checks and are responsible for ensuring the safety of children and preventative harm by being proactive and diligent in supervising not only the children, but other people present in our Center. **Only those who have been cleared through a formal record check process will be allowed to supervise the children.**

The Teddy Bear Club meets the requirements of the Iowa Department of Human Services. A copy of the state requirements is available from the preschool Director or by calling the District Child Care Licensing Consultant at (563) 242-0573, ext. 418.

At the end of every month we change out the toys in the centers, doing this allows the children to get variety along with learning new things monthly. We then clean all of the toys we removed off the shelves before we put them away in storage.

Assistance will be provided if needed for translations or help in reading or filling out the required paperwork.

Supervision

All staff are responsible for the supervision and whereabouts of the children assigned to their care at all times, which entails conducting regular and accurate name to face headcounts, including room and area sweeps, any time a child or group moves from one location to another, such as but not limited to: regular transitions, when a group is at an onsite or offsite playground, when a group is on a field trip or on a walk, to ensure children are not hiding or left behind. Staff should be aware of how many children are in their care and where all children are, always. Children of any age are not allowed out of the classroom without adult supervision. The children are always supervised by sight and sound, including while in the bathroom. "By sight" means the child is being actively observed. "By sound" means the child can be heard from where the caregiver is positioned.

While supervising children the staff should position themselves so that they can see and hear all the children and re-position themselves as children move about the room. When children are sleeping or resting, staff should position themselves so that all children are continuously supervised by sight and sound. At least two staff members (or administrators) must be always in the building when children are present.

The playground is considered an extension of the classroom with the same supervision standards and ratios unless stricter standards are required by state licensing. Staff members should know how many children are always in their care and consider other supervision challenges which the outdoor environment presents. Staff should position themselves so that at least 2 areas of the playground can be viewed and are easily accessible. Staff should move about the playground, depending on where the children are at any given point in time, while continuing to interact with the children. Staff should consider individual children's needs, including high risk behavior. If there are areas that cannot be supervised by sight, they should be blocked off and inaccessible.

If going on a walk around the neighborhood the same supervision standards apply. Except that we will always have 3 staff on a walk. Staff will know how many children are in their care and continually do name to face headcounts on the walk and once back at the school.

If around bodies of water, which Teddy Bear Club is normally not, we use "touch supervision". This means that we are in arm's length of the children.

Staff use Name to face headcounts throughout the day, including during transitions (i.e., moving from the classroom to the playground, while transitioning to a different space within the center, etc.). Through this practice, teachers are required to:

- Receive training on where to position themselves and that cell phones are not allowed.
- Always know the names and the number of children in their care.
- Use the Name to face headcount recognition by visually identifying each child in their care.
- Conduct a Head Count whenever a transition through a door or gate occurs.
- Conduct periodic Head Counts throughout the day, in addition to those required during transitions.

Getting to Know Our Families

Holy Family Teddy Bear Club builds positive relationships with our families by being familiar with their unique characteristics, strengths and issues important to each of them. To develop partnerships with the families we create a welcoming environment and opportunities for involvement. Our center gathers information during the enrollment process by collecting the following items: parental consent form, health history, family history, authorization form, etc. All the data is kept strictly confidential in the child's file and kept locked in the director's office. We only release your information under your authorization. Our center has an open-door policy. Parents and family members are welcomed at all times.

Families Involvement

Families are welcome to participate in the class activities and school events.

Ways for the families to be involved:

- Making things for the program
- Sharing their culture
- Sharing a talent or a job
- Participating in the class activities or field trips
- Contributing to the curriculum

Inclusive Practices

At Teddy Bear Club we believe that all young children with disabilities should be included in all activities. An inclusive practice can boost a child's confidence. It connects families and creates opportunities for friendships among children. It also strengthens the community by valuing inclusion and community support. All children deserve a rich environment where they can learn with other children and from their surroundings. Adding or changing a program to include a child with additional needs does not exclude other children, as all children benefit from an inclusive practice. Teaching staff will obtain specialized training through the DHS Training Registry. Teaching staff will participate in planning with families and/or experts, as needed, for children with diverse needs, including those with identified disabilities, dual language learners, identified behavioral needs, and/or specialized health needs. The child's care plans are kept in their file, along with a copy in a separate folder for direct access.

Developmental Screening/Monitoring Tools

We use CDC's Developmental Milestones as a screening tool that provides valuable information about each child. We screen the children annually every September/October when our preschool begins. Screening gives a snapshot of whether the child's development is on track.

The tool will be used to identify children's milestone achievements and help identify if additional evaluation and/or intervention strategies are needed.

Assessments provide valuable information about each child's interests, strengths, and needs. Assessment is an ongoing process that includes observation and provides information about development over time. Systematic, ongoing child assessment provides information on children's development and learning. It helps inform curriculum planning, teaching, and individualizing for each child.

Teaching staff will share community resources with families as needed, based on gathered information. The teaching staff will use the assessment data and information gathered about the children and families to make changes in their learning environment and activities.

Discipline Behavior Policy

The child's behavior is enhanced by encouragement, redirection and setting of clear-cut limits which foster the child's own ability to be self-disciplined.

The center shall not use as a form of discipline:

- a. Corporal punishment including spanking, shaking, and slapping.
- b. Punishment, which is humiliating or frightening, or which causes pain or discomfort to the child. Children shall never be locked in a room, closet, box, or other device. Mechanical restraints shall never be used as a form of discipline. When restraints are part of a treatment plan for a child with a disability authorized by the parent and a psychologist or psychiatrist, staff shall receive training on the safe and appropriate use of the restraint.
- c. Punishment or threat of punishment associated with a child's illness, lack of progress in toilet training, or in connection with food or rest.
- d. No child shall be subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.

We will be using Conscious Discipline by Becky Bailey. Conscious Discipline is a researched-based program that helps adults stay calm enough to see misbehavior and upset as a signal to teach instead of punishing. It is built on safety, connection and problem solving. It uses a simple brain model to help us understand children's behavior to apply effective solutions.

Examples in Conscious Discipline:

- A child throwing a tantrum is experiencing a Survival State and needs safety. Deep breathing and our calm reassurance will help them feel safe.
- A child who is sassily blaming others is experiencing an Emotional State and asking, "Am I loved." Building a sense of connection with the child will help them feel loved and valued.
- A child who is calm, alert and composed is experiencing an Executive State. They are ready to problem solve and learn new skills.

All staff will take the Conscious Discipline training when available, until then it is taught by the

teacher and director. At Orientation the parents are given a packet of information about Conscious Discipline and the teacher talks to the parents about it to give a better understanding.

Admission Policy

Teddy Bear Club enrolls children who are three, four, or five years of age and who are able to benefit from the developmentally appropriate environment. Children must be three years old by September 15 and fully potty trained. (Fully potty trained is the children know when to go to the bathroom without being asked. They can wipe on their own with little to no help. There are little to no accidents.) We may make exceptions if your child turns three years old after September 15. The center is licensed to 26 children. The normal class size is around 14 children. We follow 6 children to 1 adult ratio most of the time; if we need to, we will follow the 10:1 ratio. Typically, during preschool, we have 3 teachers with the max of 4 teachers at a time.

An orientation will be provided for children and parents to attend prior to the preschool classes beginning, usually in August. Topics include an overview of the program, total enrollment, discipline, handbook, and questions you may have about our program. You may set up a time for a tour during normal business hours.

Separation anxiety is a normal reaction to new and sometimes even familiar situations. If a child experiences anxiety about attending preschool or if there is some other situation causing anxiety, please inform the teacher when the child leaves the car. Please let the teacher know how you would like to handle any separation anxiety (teacher brings child in, mother brings child in, teacher brings child in with mother, etc.).

If you wish to observe unnoticed, use the back door and observe through the one-way glass (close blinds on the east wall to see through glass clearly). Parents are welcome to visit anytime. Parents have unlimited access to their children. A court order prohibiting parental contact must be in a child's file to deny access.

Parents are asked to contact the Teddy Bear Club (322-6648) or the Brightwheel App if their child is to be absent or if he/she will arrive later than scheduled. No refunds or credits will be given for days your child misses due to sickness, as we are holding your space until your child recovers. Payment is expected even in the case of lengthy family vacations or other lengthy reasons.

Tuition

Upon registration, a \$50 non-refundable fee is required. If a child is withdrawn and then wishes to re-enroll that semester or a later semester, the registration fee must be paid again.

2, 3, or 5 Day Preschool Program

Children must be three years old by September 15 and fully potty trained. The 2-day program meets Tuesday and Thursday mornings, the 3-day program meets on Monday, Wednesday, and Friday mornings, and the 5-day program meets Monday through Friday from 8:30 - 11:00 a.m. Enrollment is limited. T-TH tuition is \$160 per month, MWF tuition is \$200 per month, and M-F tuition is \$300 per month. There is a one-time non-refundable material fee of \$50 due prior to beginning school or daycare.

Preschool tuition is due on or before the 1st of each month, September through May. Tuition must be paid online using the Brightwheel App. Weekly tuition will be taken out every Monday. Hourly tuition will be calculated at the end of the month and an invoice will be sent to you through Brightwheel.

If tuition is not received in a timely manner, your child will not be able to return to preschool until arrangements have been made with the Director.

State Funded 4-Year-Old Program

All Saints Catholic School offers the state-funded four-year-old program. For more information, call 324-3205.

Daycare Program

Children between the ages of 3 and 5 years old (not in Kindergarten) will be accepted and must be fully potty trained. 5 year olds will only be accepted for summer care. Hours of operation are from 6:30 a.m. to 5:30 p.m. A weekly fee of \$200 is due Monday of each week. If not paid by Friday, your child will not be allowed back the following week unless you have made payment arrangements with the Director. Children enrolled in All Saints Catholic School four-year-old program receive a discounted weekly rate. Prepaying is welcomed if you would like to pay two weeks or more at a time or use the automatic withdrawal option. An hourly rate, if space is available, is \$6.00 an hour (10 minutes into a new hour is considered a full hour). Anything under 5 hours is considered hourly. Over 5 hours will be charged a daily rate of \$42/day. We will be open 50 weeks of the year with the following days closed: Labor Day, Thanksgiving Day and day after, Christmas Eve through New Year's Day, Good Friday, Easter Monday, Memorial Day, and Fourth of July week closed. There is no payment required in the 2 weeks that we close the school. Dates off will be determined in conjunction with the official Davenport Community School academic calendar.

If enrolled in the All Saints Catholic School four-year-old program morning class we will take your child over to ASCS at 8:00 a.m. and pick them back up at 10:30. If enrolled in the All Saints Catholic School four-year-old program afternoon class your child will be here for day care until

we take them to school. During this time our 3-year-old preschool program is going on between 8:30-11:00 a.m., your child will be here at that time and be attending this program with the 3-year-old children. Then they will be served lunch before we take them to ASCS at 12:00 p.m. and pick them up at 2:30 p.m.

Full-time daycare children receive 5 personal days to be used without pay for vacations or family needs. If your child is in daycare three days a week, you will receive three personal days to be used as needed. If you use child care two full days a week, then you will receive two free personal days to be used as needed. **Pay is expected for full-time on all your scheduled days unless you are using a personal day or our Center is closed during a scheduled week off.**

****Part-time daycare children are expected to pay for their usual attended days even if they are not here (this is the schedule decided at registration/orientation).**** For example, if you are normally scheduled for daycare MWF from 11:00 a.m. to 3:30 p.m. and you don't come two of the days you will still need to pay the normal amount.

Times for drop-off and pick up will be established at time of registration. If deviating from your normal time, please inform Teddy Bear Club staff so we can ensure proper staffing ratio. Failure to notify us of a deviation in drop-off or pick-up time may result in a **\$20** fee.

Holding Fee

If we agree to hold an opening, we give up the right to fill that position and to receive tuition from that position. For this reason, a non-refundable holding fee of \$50/week is required to hold an opening when a child's start date is more than two weeks after enrollment date. If we need to hold a position through the summer there is also a \$50/week holding fee required.

Breakfast, Lunch and Snacks

Breakfast, mid-morning snack, lunch, and mid-afternoon snacks are served to the children each day in accordance with the USDA Child and Adult Care Food Program (CACFP). An enrollment form and application must be signed and on file for your child. A monthly breakfast, snack and lunch schedule is available on-line at www.teddybearclubhollyfamily.com. A hard copy will be provided if you request it. Breakfast will be served to those that are here by **7:00 a.m.**

Our Center provides meals and snacks, so there will be no food allowed to be brought from home. Our exceptions to this rule: a child bringing a treat to celebrate their birthday, half-birthday or you are sending an alternative food for a documented food allergy. The birthday treats do not have to be nutritious, but we emphasize good snacks. It must be discussed with us beforehand of when you will be bringing the birthday treats, so we don't have 2 kids bringing the same day. Special arrangements may be made by class parents to bring treats for holidays and special times.

The USDA Civil Rights 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, audiotope, 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 a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, 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: program.intake@usda.gov

This institution is an equal opportunity provider.

Iowa Non-Discrimination Notice: "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

Eliminates or Severely Limits Suspension and/or Expulsion Policy

Suspension and expulsion refers to:

- In-program suspensions that involve removing a child from a classroom or from activities that include the other children.
- Out-of-program suspensions that remove a child from the program in the short-term or place restrictions on the time a child may attend the program.
- Any dismissal of a child from a program permanently at the request of the program's staff.
- "Soft expulsions," in which program practices encourage parents or other family members to voluntarily terminate services.

Families can be asked to remove their child from Teddy Bear Club (or reduce their child's hours) for many reasons. Here are a few examples:

- Inadequate enrollment, failure to sign required forms, violations of written policies, non-payment of fees, and continual schedule infractions.
- The program or the schedule for the day is not a good fit for the child.
- The teachers may not have the knowledge to assist the child.
- The child is coping with experiences that they need help to understand.

In any situation where dismissal is a potential, a conference with the parent(s) will be held to develop a plan of action. Teddy Bear Club will also:

- Develop and share guidance and discipline practices that are developmentally appropriate and promote your child's social, emotional, and behavioral health.
- Work with you to use these practices consistently and without bias or discrimination.
- Work with you to use these practices as learning opportunities to guide your child's behavioral development and set appropriate consequences for challenging behavior.
- Work with you to set goals to support your child's social, emotional, and behavioral development.
- Document and communicate with you about how your child is doing and make changes, if needed, to help your child.
- Build their skills to support your child's social, emotional, and behavioral development. If needed, seek support from specialists, such as early childhood mental health consultants, behavioral coaches, school counselors, or special educators.

If the plan does not produce results in a time period agreed upon between parents and the childcare, the child will be asked to seek enrollment elsewhere. We will let parents know that we will provide care for 2 weeks, while they look for another center.

Any staff can and will share their concern with the Director. There will need to be documentation made for any instances.

Hours of Operation

The Center is open from 6:30 a.m. to 5:30 p.m. Monday through Friday.

The center is closed:

Labor Day

Thanksgiving Day and the day after

Christmas Eve though New Year's Day

Good Friday

Easter Monday

Memorial Day

July 4th week/Summer Break

We follow the Davenport school system calendar. Preschool days off are based on that schedule. If Davenport schools have a 2-hour delay or closed, then we will have no preschool. **During our orientation the Days off list for the year will be handed out.**

Inclement Weather Policy

In the event of inclement weather, Holy Family Teddy Bear Club will make every attempt to open as usual for daycare, even on snow days. Our preschool programs follow the Davenport school system. If the Davenport Schools are closed for inclement weather, then so is our 3-year-old preschool. If they have a two-hour delay, there will be no preschool that day. Daycare will remain open unless you see Holy Family Teddy Bear Club Daycare Closed on KWQC or sent via the Brightwheel App.

Low Attendance Policy

In the event that there are only 1-2 children scheduled to be at daycare, we will unfortunately have to close due to cost effectiveness. The director will ask ahead of time if your child will be attending on a scheduled no school day, this is how we can plan ahead of time. For example, when there is a no school day, Martin Luther King Day, all daycare children will be asked if they will be attending daycare for that specific day. If the result is that only 1-2 kids are attending, we then will let you know that we will be closing for that day. **If it is a day that 5 children were scheduled and 4 of them call and say they are not coming in, we will try to call you ahead of time to let you know that we will be closing for the day.

Signing In and Out

Parents are responsible for signing children in and out. This procedure is extremely important for attendance records and safety measures in emergencies. We use the app called Brightwheel. There is a tablet that is used on the counter at the back door for parents to use their assigned code to sign in and out. For parents that are dropping off/picking up children in

the drop off/pick up line, the teachers will bring a laminated barcode out for the parent to scan and sign in/out that way. For any visitors coming inside Teddy Bear Club will have a sign in/out process that includes the time in/out, name, reason for visit, and their contact information. Parents/guardians will be contacted by 8:30am, if there is no communication from the parent/guardian about the child's absence.

Limited Access

The doors to the center are kept locked at all times in order to limit access to the children in the building. There is a doorbell located at each door (please do Not ring during rest time 1p-3p), you may knock lightly.

Authorization to Release a Child

A child will be released to parents and those adults identified by the parents as authorized to pick up their child. If another adult comes to pick up your child, we will release the child only through notification in writing from the child's parent. Proper I.D. must be given before the child is released.

Emergency Contacts

Your emergency contacts listed on your emergency consent **will** be contacted in the event that you are unable to be reached. Your contacts should know that they have been recorded on the form and are responsible for your child in the event that they need to pick up your child at any time throughout the day.

Drop off & Pick up Procedures

Preschool: Parents driving their children to school should stop in front of the school sidewalk and keep the car running. Do NOT park the car. A teacher will come to the car and let your child out of the car. Please do not allow your child to get out of the car by him/herself.

Arrival and dismissal times must be respected. These times are 8:20 - 8:30 a.m. arrival and 11:00 a.m. dismissal for the preschool class. Children must be picked up promptly at their scheduled dismissal time. A **\$5** late fee will be assessed if a child is not picked up at the dismissal time. If you arrive early for school or dismissal, **DO NOT** park in front of the school as this creates congestion. Please wait on Fillmore Street (in front of the church) until closer to the

arrival or dismissal time. The teacher is required to fasten a seat belt properly around the child in the appropriate car seat before leaving.

Daycare: Parents are asked to park in back of the Teddy Bear Club and walk your child in and out. You must sign your child in and out on the log sheet.

Children placed in the Teddy Bear Club can be picked up only by people authorized to do so by the parents. The names of these people are to be put on the parental consent form. The Teddy Bear Club will not release the child to anyone not listed on the parental agreement form. Please make sure you notify us in writing of any changes or updates. If you have a court order that prevents certain individuals from picking up your child, please provide us a copy to keep in file. In the event we would have to call for law enforcement, we can provide documentation. For the safety of the child, it is necessary to take precautionary and preventative measures to assure access to children is limited to only those persons with authorization.

Pick-up Policies

Our concerns for the children's safety, both physical and emotional, ask that once the child has been released to your care at day's end, your child not be permitted to run, roam unattended or enter the kitchen alone. Parents who spend a little time in their child's classroom at day's end need to also remember that while your child is in his/her classroom with you, class rules that encourage appropriate behavior still apply for your child. Parent's visiting in classes at day's end may also have an anxious effect on other children waiting for their parents, so please take the gentle cue from the teacher if it is time to leave.

Parking

There are cone signs in the back of the Holy Family Teddy Bear Club stating this is the area for the drop off/pick up for Holy Family Teddy Bear Club. The time to be parked there is very short-term, enough time to drop off or pick up your child and leave. If needing to spend a little more time in the school, then we ask that you park in the Churches parking lot spaces. In the front of the Holy Family Teddy Bear Club there is NO parking. The front is ONLY for drop off/pick-up lines when the teacher assistant/teacher is getting your child out of the vehicle or putting your child in the vehicle. We also ask that you do not leave the car motors running or leave other children unattended within your car when you enter the building.

Child Abuse Policy

All staff of the Holy Family Teddy Bear Club are mandated reporters and are **required** to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise

is prohibited. Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected it will be reported to the Child Abuse Hotline at the mandated number –1-800-362-2178.

Negotiating Differences

When a parent has a concern about some aspect of our childcare program, we will take every step to help resolve the issue as promptly as possible, keeping the safety and well-being of the children and staff as a priority. Parental complaints and grievances are handled first by the on-site teacher, then by the preschool Director. If not satisfied, the parent(s) may register a formal grievance with the Office Manager of Holy Family Parish and an informal conference is held with the parties involved.

Clothing

Children are requested to dress in play clothes that allow the children the freedom to experience the outdoors without worry about getting dirty. A full set of extra clothes should be kept at the center at all times. When accidents of play, feeding or toileting happen, we know you would want your child to be comfortable. Extra sets will need to be regularly replaced as soon as possible if your child uses them. For safety reasons, all shoes must have covered toes and backs so they do not slip off. Tennis shoes are best for running, jumping, skipping, and outside play. Cold weather activities require mittens, hats, and boots; and daycare children also need snow pants. If boots are worn, please send a pair of shoes in your child's backpack for them to change into. Please make sure coats, backpacks, boots, and loose items are labeled with your child's name.

Rest Time Provisions

Daycare children have a rest/quiet time for at least (but not limited to) one hour each day after lunch. Each child is provided a cot and sheet. Please send a blanket for your child to use at nap time that is no larger than a throw size (approximately 50 X 60) to be left on their cot all week. It will be sent home at the end of the week to be washed. If your child wants to bring a pillow, it may be no larger than 11 X 14 inches (traveler/toddler size).

Party Invitations

It is recommended that party invitations not be passed out during school time unless each student in the classroom is receiving an invitation. We appreciate your cooperation and sensitivity regarding party invitations.

Transportation/Field Trips

Our children may take a walk around the neighborhood, or go to the All Saints Catholic School library. If possible, over the summer, we may walk to the park, we walk to Whitey's and may take a trip somewhere. Booster seats are provided, but the parent must provide a seat if child is not yet in a booster seat. Staff will transport children in the back seat, properly secured. If a parent wishes to join us, they may drive their own child. Field trips always include an extra staff member and our first-aid kit with emergency contact/medical consent forms.

Photographs

At no time shall any picture taken at the Teddy Bear Club be posted on Facebook or any public site unless it contains only your child and you are posting it. It is very important to follow this policy due to confidentiality.

Hand washing Policy

Proper and frequent hand washing is the easiest and most effective way to prevent the spread of illness and disease in child care. Teddy Bear Club requires child care providers and the children in care to wash their hands before and after certain duties and activities. We do have a "proper" procedure that we follow and the posters are hung in the bathroom for everyone to follow. **Before and after:** assisting with meals/ snack preparation, administering medication, and eating. **After:** arriving at Teddy Bear Club, toileting, handling bodily fluids, handling pets, coming in from outdoors, playing with sensory involving sand, water, etc., and arts and craft projects.

Medical/Illness Policy

Medical forms must be completed before the child can be enrolled. This also includes the emergency medical consent (parental consent form), a physical form (less than one year since previous physical) and an up-to-date immunization certificate signed by a doctor, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, certified medical assistant or an official of the local health department. If your child has a documented food allergy on his physical form, an Allergy Action Plan signed by parent and physician is also required for our files.

When a child becomes ill during the day, he/she will be separated from the other children and placed in a supervised quiet area. Parents will be notified to arrange for picking up/arranging care for the child. No child will be accepted in the preschool/daycare if he/she is ill upon arrival and his/her presence would cause harm to the other children. A child exhibiting a fever of 100 degrees or higher, diarrhea, vomiting, contagious disease, etc. must not attend preschool. **A**

child should be symptom free for 24 hours before returning to preschool. After contracting a contagious disease, children may return following the recommended time allowances set by the American Pediatric Society or with written recommendation from a physician.

It is the policy of the Teddy Bear Club that medication may NOT be administered during preschool. (This includes cough drops. Please do not allow your child to bring cough drops to school.) Please adjust medication schedules accordingly if possible. Children in attendance all day for daycare may be given their prescription medication from the original container and label with written permission from the parent. A medical consent form must be filled out with our Center to take any medication. In addition to the permission slip from a parent, a recommendation from a health care provider for a nonprescription (over-the-counter) medication specific to the child and medication must be provided.

Parents will be notified if the children are exposed to any contagious disease. Please report to the Director any contagious disease your child may contact.

If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents. Parents are required to sign the incident/accident report and return to the Holy Family Teddy Bear Club. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. **It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current.** Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

- A phone call to 911 is made.
- Child's parents (or emergency contacts) are called.
- Child is separated from the other children and appropriately cared for.
- Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

Oral Health

At Teddy Bear Club we keep all children's dentist/doctor contact information on file. We make sure to follow all CACFP guidelines to promote healthy foods. We Give children healthy foods like fruits, vegetables, milk and milk products (cheese, yogurt), and whole-grain products (bread, cereal) for meals and snacks. We make sure to only give 4oz of 100% fruit juice per day in a regular child-size drinking cup. We limit foods and drinks with added sugar. The children are offered tap water at all times of the day. Tooth brushing is not performed currently, but we do provide the children with a drink of water to rinse the food off their teeth after eating. In February, we talk a lot about the importance of Oral Health, because it is National Dental

Month. Although, throughout the year we talk about the importance of eating healthy foods and the importance of our teeth.

In case of a dental emergency/injury parents would be called and the dentist would be called immediately. We expect the parents to pick up their child as soon as possible. Depending on the severity and if the parents can't arrive quickly enough, then Teddy Bear Club may have to take the child to the dentist. For a knocked-out permanent or adult tooth, we will keep it moist. By placing it in milk or use a tooth preservation product that has the ADA Seal of Acceptance, such as Save-A-Tooth. For a chipped/broken tooth we will put cold compress on the face to keep swelling down.

Biting Policy

Biting is a form of communication, as biting is almost always a response to the child's needs not being met or coping with a challenge or stressor. When this happens, it can be scary, frustrating and stressful for the children, parents, and teachers. If we observe signs a child might be on the verge of biting, we may be able to prevent the biting behavior (distracting, redirecting, close physical presence of the teacher). If a biting incident occurs, the teacher will in a firm, calm voice tells the biter NO and remove him from area. The bitten child will be consoled, and the area washed with soap and water. If necessary, ice will be applied to reduce swelling or bruising. After consoling the bitten child, we will return to the biter to talk (help come up with options for what they may do next time instead of biting). We adapt our environment (plan activities & supervise carefully) and work with parents to help reduce stress for the child. An incident report will be written for the biter and bitten child and asked to be signed by parents. Confidentiality will be maintained in the reports.

Preventing Strangulation Policy

Though you wouldn't think so, strangulation poses a very real threat to children.

But like all accidents, strangulation can be prevented by applying a few simple safety measures as follows:

- * Window blinds and draperies will not have looped cords. Tension or tie-down devices will be installed as appropriate to hold cords tight.

- * All string and cords long enough to encircle a child's neck will not be accessible.

- * Dramatic play items with handles or straps will be removed or shortened.

- * Parents will be asked to remove all drawstrings from existing clothing. Many children have been strangulated on play equipment by drawstrings.

- * Staff will pay close attention to the clothing children wear to the playground: scarves, ties, hoods, and loose clothing can get caught on playground equipment.

- * In our center we do not use items such as pacifiers on strings and/or lanyards.

Playground Equipment Stability and Fall Surfacing & Inspection

At Teddy Bear Club, our facility does not have climbing/playground equipment or a fall surface. We have a fenced in grass yard. We call it the “side yard. It consists of two playhouses, picnic tables, and two push grocery carts that are always out. There is a locked storage container that stores our outdoor toys. Playground equipment is installed according to the manufacturer's instructions including anchoring. All staff is required to inspect all toys every day we go to the side yard. Due to weather conditions, we are not always able to visit our side yard. The director makes sure that all staff are trained on playground safety measures at the time of hire and annually. All staff are able to complete the daily/monthly playground inspection and maintenance forms. The outdoor play areas and equipment should be inspected daily for the following:

- a. Missing or broken parts
- b. Protrusion of nuts and bolts
- c. Rust and chipping or peeling paint
- d. Sharp edges, splinters, and rough surfaces
- e. Stability of handholds
- f. Visible cracks
- g. Stability of non-anchored large play equipment (e.g., playhouses)
- h. Wear and deterioration
- i. Includes other safety hazards (trash, sting insect nest, sticks or tree branches, etc.)

Observations should be documented and filed, and the problems corrected.

Tobacco-Free and Nicotine Free Policy

Holy Family Teddy Bear Club facilities and grounds is off limits for tobacco and nicotine use including but not limited to cigarettes, cigars, chewing tobacco, snuff, vape, pipes, snus, Electronic Smoking Devices (ESD), and nicotine products that are not Food and Drug Administration (FDA) approved for tobacco cessation. This requirement extends to students, employees and visitors. This policy applies at all times, including Teddy Bear Club sponsored and non-Teddy Bear Club sponsored events. This includes employee’s vehicles while at work. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco/nicotine product or leave the Teddy Bear Club premises immediately. Providers/teachers/staff are prohibited from wearing clothing that smells of smoke when working. It is the responsibility of the administration/upper management to enforce this policy.

CLASSROOM RULES

Our classroom rules are simple and basic, helping all of us to enjoy school. Please discuss all of them thoroughly with your child.

1. Walking is for inside; running is for outside and the gym.
2. Soft voices are used inside; loud voices are used outside.
3. Be kind and listen to your friends and teachers and they will be kind and listen to you.
4. If someone bothers you:
 - a. ask them to stop
 - b. move away from them
 - c. ask a teacher for help
5. Take one thing out at a time; replace it where you found it when you have finished. If you can't remember where it goes, ask a teacher for help.
6. If someone is playing with something and you want it or want to play with them, ask them. If they want to play alone, wait until they are finished.
7. When we go to the "big school" or outside, we walk in a line. When getting in a line, we:
 - a. stand behind the person in front of us (without pushing)
 - b. we keep our hands to ourselves
 - c. we watch the person in front of us (if they stop, we know to stop)
8. We always try to figure things out and do for ourselves what we can; if we need help, ask and the teachers are happy to assist.

A TYPICAL DAY'S SCHEDULE for PRESCHOOL AND DAYCARE

6:30 - 7:00	Breakfast
7:00 - 8:20	Free Play at Centers
8:20 - 8:30	Arrival
8:20 - 8:50	Small or Large Motor Games Specific Jobs for each Child
8:50 - 9:15	Specific Jobs for each Child Circle Time Book/Lesson/Music
9:15 - 9:35	Restroom Break/Snack
9:35 - 10:55	Circle Time/Art/Center Time/Library
10:55 - 11:10	Teddy Bear Club Preschool Dismissal
11:10 - 11:20	Book/Music
11:30 - 12:00	Lunch
12:00 - 12:15	Restroom Break
12:00 - 12:45	Centers Inside or Outside Center Play/Large Motor
12:45 - 1:00	Restroom Break
1:00 - 3:00	Rest Time
3:00 - 3:15	Restroom Break
3:15 - 3:30	Snacks
3:30 - 5:15	Free Play at Centers or Outside Center Play
5:15 - 5:30	Clean Up

Each month parents will receive a newsletter explaining all pertinent plans, needs and events. Our summer schedule includes a movie on Monday, a craft or riding tricycles on Tuesday, cooking day on Wednesday, gardening on Thursday, and water day on Friday.

Your Child Needs. . .

- . . . a good night's sleep and nutritious breakfast
- . . . encouragement and praise
- . . . to have a comfortable routine
- . . . to have a few important rules and follow them consistently
- . . . you to communicate - let your child know what you expect
- . . . to have you take the time to listen to his or her ideas and questions
- . . . you to demonstrate your love and concern physically - "hugs are great"
- . . . to treat others with kindness
- . . . to dress in comfortable play clothes
- . . . to bring a book bag/backpack everyday to carry home papers, projects and messages
- . . . his or her name on all clothes and articles brought to school
- . . . to leave coins, small toys, etc. at home unless specifically requested
- . . . to be read to everyday

If your child sees, hears, and feels gentleness, kindness, and a caring attitude at both home and school, he or she will then emulate these behaviors.

Emergency Plans

The following plans will be used in the event of a disaster:

Communication & Reunification: In the event of any of the following disasters the director will take with her the cordless phone or cell phone, the folder containing the list of student's emergency pick-up notification, and a class list complete with addresses, phone numbers and parents' names. Calls will be made if possible. In the event phones are out of order, written notes will be left at our Center or the point of relocation of where we will be. The students and teachers will walk to the relocation cited for each emergency. In the event the walk is too far, the students will be transported by the staff. Staff member will be present with children until a contact from the consent form picks child up.

Individual Needs of Children: If any child is immobile in any event the aide will be responsible for the child. Medications will be put in the travel backpack with the first-aid necessities.

Fire - The students and adults will leave the building through the closest exit. They will do this quietly and in an orderly fashion, walking without pushing. If the students leave out the front door, they will walk down the steps, turn west (left) and continue walking until they are on the sidewalk next to the church. They will then turn and face the street and be counted by the teacher. If the students exit out the back door, they will walk north across the alley then they will walk toward the fence on Locust Street and stand in a line, face the school and be counted. If any student becomes immobile, he/she will be removed from the building by the aide. If inclement weather should occur the students and adults will seek shelter in the All Saints school cafeteria or the church basement.

Tornado - The students and adults should walk quietly to the basement of the preschool. When the students arrive in the basement, they should move close to the adults and squat down, staying on their feet, while putting their hands on top of their head. The students and adults will remain in this position until the siren is heard giving us the all clear signal.

Evacuation & Relocation Procedure - In the event of the need to evacuate children from the preschool on the order of official personnel, staff and children will cooperate fully with the request. A staff member will call 911 if this has not already been done. If possible, staff will take children to Holy Family Church Office on the southwest corner of Marquette and Pleasant Streets. If for some reason, this is not a safe option, we will walk to the southeast corner of the All Saints playground near the garage. The emergency contact information and class lists will be taken by the lead teacher/director. Parents will be called from the location.

Power Failure - On fair weather days the students and adults will continue the daily routine, if possible. If the power failure is contained within the preschool building, lasts for an

extended period of time, and poses a threat to the students (such as inclement or cold weather) then the students and adults would relocate to All Saints school and their parents would be contacted to pick up their child as soon as possible. If for some reason the parents could not be contacted the students would remain with the lead teacher in All Saints school until arrangements could be made.

If the power failure is NOT contained within the preschool and poses a threat to the students then we would dress the students in their warm coats and keep them occupied and moving. We would also send an aide to the closest phone to contact the power company and parents of the students. Once all of the parents were contacted the aide would return to the preschool to help with the students.

Blizzard - The students and adults would remain at the preschool until it was safe for the parents to pick up their child. If the parents could not pick up their child, he/she would remain at the preschool with the director until arrangements could be made. If this turned into an overnight event the director/lead teacher would make the students as comfortable as possible using the items in the preschool, such as blankets, bean bag chairs, etc.

Earthquake/Structural Damage - If the roof caves in, or other damage occurs to the preschool while the students are in attendance, the adults would remain calm and try to comfort the students. The students and adults would relocate over to All Saints school cafeteria. The parents will be notified as soon as possible to pick up their child. If a parent cannot be notified or cannot pick up their child then the student and director will remain at All Saints School until arrangements can be made.

If the damage occurs to the preschool and All Saints school and the weather is inclement the students will be transported using preschool and church staff vehicles following transportation guidelines and evacuation procedures. The lead teacher will be responsible for bringing the clipboard with emergency numbers and the first aid kit. Parents will be notified of the children's location from the destination point by the preschool staff.

Health Hazard - The adults and students will try to remain calm. The director will call 911 and notify them of the accident. If the health hazard occurred outside of the preschool, the students and adults will remain in the preschool with the doors and windows closed. The day will continue as normal and the director/lead teacher will be in contact with the emergency services to find out when it is safe to open the windows or dismiss the students.

If the hazard occurs within the preschool, the students will be taken outside to All Saints school cafeteria, or to the church basement. The emergency services will be contacted (911) and the students will remain with the director/lead teacher until the problem is taken care of. If it cannot be taken care of within the class time allotted the parents will be contacted to pick up their child.

If the hazard occurs outside of the preschool and the whole city block or surrounding area must be evacuated the emergency services will be called (911). Next, the students will be transported using preschool and church staff vehicles following transportation guidelines and evacuation procedures. The head teacher will be responsible for bringing the clipboard with

emergency numbers and the first aid kit. Parents will be notified of the children's location from the destination point by the preschool staff.

Chemical Spill - Staff and children will leave the area immediately. A staff member will contact the Fire Department and follow their instructions. Staff and children will evacuate the building if necessary. Staff will notify parents if necessary.

Bomb Threat - The students and adults will evacuate the building following the evacuation procedure. They will proceed to All Saints school or the church basement to take cover if there is inclement weather. After the students are evacuated the emergency services will be contacted (bomb squad). The students and adults will remain in the other building or outside until it is safe to go back into the school. If the event takes longer than the class time allotted the parents will be contacted and asked to pick up their child.

Intruder - The students will be kept away from the intruder by the teacher or aide. The director/lead teacher will ask him/her to leave. If he/she will not leave the police will be called. If the intruder poses a threat to the students, they will be relocated to All Saints school until the problem is resolved. The parents will be notified about the incident when they pick up their child from school. If the child is not picked up by his/her parents a note will be sent.

Lockdown – If at any time, a danger from the outside exists and a lockdown is required for the safety of the children, parents will be notified by phone of the situation. Doors and windows will be closed and if necessary, we will proceed to the basement. Parents will be reminded we will not open the door or release any children until the threat has passed (notified by officials). We will call when we are able to release the children.

Intoxicated Parent - If possible, another parent or guardian will be contacted to pick up the child. If the intoxicated parent insists on driving, parent will be informed we will call the authorities upon their departure. If the parent becomes violent about his/her rights as a parent, the police (911) will be called by a staff member.

Lost or Abducted Child - The students will be accounted for by accurate name to face headcounts at the beginning of the day and if there is any change that occurs in the environment, such as going for a walk or conducting a fire drill. If a child would appear missing, another name to face headcount would be taken. If a child is missing the teacher's aide would return to the area that was previously occupied to look for the child, while the teacher stays with the rest of the class. The staff will search for the child in areas they might hide, like cupboards or closets, and checking outdoors. If the child is still missing the director will contact the child's parents, local authorities, and DHS letting them know where the child was last seen. The center may begin lockdown procedures if necessary. Lastly, an incident report would be completed.

Flood - The students will remain indoors and their parents will be called. If a parent cannot be reached the emergency contact person will be called. The students will be picked-up and taken to safety. If no one is reached the director will remain with the child.

Dental - If a child has knocked out a permanent tooth, find the tooth, handling it only by the crown (top), not by the root portion. Put the tooth in a glass of milk or water. While one staff member comforts the child, another staff person will retrieve the child's emergency form from the child's records and call the listed dentist for further directions. Parents will be notified immediately. The child (and the tooth) shall be seen by the dentist within 30 minutes of the accident.

Medical - We will call 911 immediately when we recognize signs and symptoms that require immediate medical attention. The child's parent/guardian will be called immediately after calling 911 to inform them of their child's symptoms and where they will be transported for medical care. Staff will provide first aid as trained in an approved First Aid training course until emergency personnel arrive. The staff person should ride in the ambulance or drive to the hospital with the child's emergency medical consent form. The staff will remain at the hospital with the child until the parent/guardian arrives and assumes responsibility.

Shelter-In-Place – In the event the Director or on-site supervisor decide we must take shelter-in-place based on the emergency and officials' recommendations, staff will provide care until children are reunited with the parent or guardian.

Continuity of Operations – In the case of any emergency, the parent will be notified when picking up the child if we are able to continue operation. Communication will be maintained with parents to keep them updated on the progress of updates and re-opening.

**** As part of the new staff orientation process the teachers and teaching assistants will be posed with certain hypothetical situations of disasters. They will come up with a solution and then a question and answer period will follow to explain the procedures. As for fire and tornado events, a drill will be conducted on a monthly basis to ensure the knowledge and safety of the staff and clientele.