


North Scott Child Care



# Parent Handbook



We welcome you to our family here at North Scott Child Care. The purpose of this handbook is to provide you, the parent or guardian, as much information as possible about our daily operations and policies. We strive to ensure the highest quality care for all children. Our goal is to establish a clear line of communication with you and your family. Please read this document carefully. By signing the "Parent Acknowledgement" on the last page, you agree that you have read and understand the Parent Handbook and the policies in it.

**Virgil Grissom ● Ed White ● Alan Shepard**

**N**orth Scott Child Care Center (NSCC) is an early childhood facility administered by the North Scott Community School District. The School District is guided by policies outlining the educational philosophy and goals. NSCC, as an integral part of the District, is guided by these same policies.

### **Philosophy and Goals**

**N**SSCC's focus is on the development of the whole child. The primary teaching goal of NSCC is to help young children use the environment productively and see themselves as capable learners - as individuals who are developing the skills and understandings that will enable them to make sense of the world and to succeed.

### **General Information**

**Hours:** Open 6:00 AM to 6:00 PM, Monday through Friday.

Preschool is 8:30 AM to 11:00 AM when school is in session.

**Ages:** Children 2 years through 12 years of age.

**Fees:** Enrollment Fees, fall and summer, are due upon enrollment and are non-refundable.

- Families with 2 children attending 5 full days each week will receive a \$10.00/week discount. A full day is defined as attending 5 hours or more without interruption (ie, during summer / spring break for school age)
- **Late pick-up fee after 6:00 PM is \$10.00 per child with an additional fee of \$1.00 each minute after 6:10 PM.**
- **Child care fees are due at the end of each week.** Unpaid fees will not be carried for more than two weeks, unless arrangements have been made with the Program Director for alternative methods of payment.
- **Parents are responsible for paying for the days their child is scheduled to attend**, even if their child is absent a day. However, if their child is absent all of the days they are scheduled to attend in a week, due to an illness, the parent will pay half of the normal weekly tuition rate. Furthermore, if an absence is due to a vacation, two weeks written notice is required to receive the half price tuition rate.
- When an alternate site is open for child care services, parents are responsible for paying for their normal weekly tuition even if the site they normally attend is closed due to combined staffing & lower enrollment.

**Pricing**

**Enrollment Fees\***

Fall Enrollment	\$50.00/child per year
Summer Enrollment	\$45.00/child per year

**Preschool Age**

2 & 3 year olds Preschool Session (8:30-11AM) \$13.00 / day

2, 3, & 4 year olds

Half days	\$135.00 / week	or	\$35.00 / day
Full days (over 5 hours)	\$155.00 / week	or	\$45.00 / day

**School Age**

Before School	\$60.00/week	or	\$16.00/day
After School	\$60.00/week	or	\$16.00/day
Before & After School	\$75.00/week	or	\$19.00/day
Summer/No school days			
Full days (over 5 hours)	\$155.00 / week	or	\$45.00 / day

**Holiday Closings**

NSCC will be closed on the following holidays:

New Year's Eve	New Year's Day
Good Friday	Memorial Day
Fourth of July	Labor Day
Thanksgiving Day	Friday after Thanksgiving
Christmas Eve	Christmas Day

There may be additional days that the center will close due to low enrollment, such as President's Day. If a holiday falls on Saturday, the center will be closed on the preceding Friday. If a holiday falls on a Sunday, the center will be closed on the following Monday. Parents will be notified in advance if the center will be closed.

The center is closed a few days before the start of the new school year, to prepare for the new year, district meetings and to do mandatory trainings. These days will be on the summer activity calendar.

### **Inclement Weather Policy**

If the North Scott Community School District cancels school for the entire day, the center will also close. All information relating to closing will be broadcast over the following local television stations as soon as possible (usually by 5:30 AM): WHBF, KWQC, WQAD.

If the district has a two-hour late start due to weather, we will open an hour late, at 7:00 a.m.

If the district dismisses early due to the weather, the center will decide a closing time based on the time and severity of the weather. In the event that the center is closing early we will contact parents by phone or email as soon as the decision has been made.

### **Daily Schedule**

#### **Preschool Group (2, 3, 4 year olds)**

6:00 - 8:50	Free Play
6:45 -7:15	Breakfast Served
8:50 - 9:00	Clean up Time
9:00 – 9:30	Preschool starts – Song time/Story time/Outside
9:30 - 9:45	Bathroom/wash hands/Snack
9:45 – 11:00	Project time/Readiness Games/Skills Activities
11:00 - 11:30	Story Time
11:30 - 12:00	Lunch
12:00 - 12:30	Prepare for nap
12:30 - 2:30	Nap Time
2:30 - 3:00	Snack Time
3:00 - 4:15	Free Play & Story Time
4:15 - 5:00	Playground/Gym & Special Activities
5:00 - 6:00	Quiet Games & Activities

#### **School Age Group (Schedule when School is in Session)**

6:00 - 8:00	Free play
6:45 - 8:00	Breakfast Served

<b>8:05 - 3:05</b>	<b><i>In School</i></b>
3:05 - 3:30	Arrival & Free Play
3:00 - 4:15	Snack
4:00 - 5:00	Playground & Special Activities
5:00 - 6:00	Quiet Games & Activities

**School Age Group (Schedule when School is NOT in Session)**

6:00 - 9:10	Arrival & Free Play in Room
7:00 - 7:30	Breakfast
9:20 - 9:30	Group Meeting
9:30 – 9:50	Bathroom/Wash Hands/ Snack Time
9:50 - 10:10	Outside
10:10 - 10:35	Split into Groups (#1 group - gym, #2 group- tables)
10:40 - 11:05	Groups Switch (#1 group - tables, #2 group - gym)
11:05 – 11:25	Whole Group in Gym for Organized Game (preparation for lunch)
11:25 – 12:15	Wash Hands/Bathroom/ Lunch Time
12:30 - 1:45	Quiet Time (small groups of 2 or 3, read, play cards, board games, puzzles)
1:45 - 2:20	Outside
2:20 - 2:50	Bathroom/Wash Hands/ Snack Time
2:50 - 3:20	Split in Groups (#1 group - gym, #2 group- tables)
3:25 - 3:55	Groups Switch (#1 group - tables, #2 group - gym)
3:55 - 4:05	Clean Up, Restroom Break
4:05 – 5:00	Outside/Gym/Tables
5:00 - 6:00	Free Play

**Equal Education Opportunity**

Children enrolled in the North Scott Community School District shall have an equal opportunity for a quality public education without discrimination regardless of their race, creed, sex, marital status, national origin, or disability. Equal opportunity, in compliance with state and federal law, shall apply to the programs and activities offered by the school district. Any questions regarding compliance with equal educational opportunity should be

directed to the superintendent or designee. If you feel you have been discriminated against the Superintendent of Schools is the equity officer and may be contacted at the district office.

### **Multicultural And Nonsexist Education**

It is the policy of the North Scott Community School District not to discriminate on the basis of race, creed, sex, marital status, national origin, age or disability in its Civil Rights Act Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also a policy of this district that the curriculum content and instruction materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to men and women in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotype and eliminate bias on the basis of sex, race, ethnicity, religion, or disability. The curriculum should foster respect and appreciation of the rights, duties, and responsibilities of each individual as a member of a multicultural nonsexist society. Inquires regarding compliance with this policy may be directed to the Superintendent of Schools who may be contacted at the district office.

### **Civil Rights**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 7206382 (TTY). USDA is an equal opportunity provider and employer.

### **Iowa Notification Statement**

It is the policy of NSCC not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by NSCC, please contact the Iowa Civil Rights commission, Grimes State Office Building, 400 E. 14<sup>th</sup> St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-547-4416; web site: <http://www.state.ia.us/government/crc/index.html>

### **Children with Special Needs**

We welcome and encourage the enrollment of children with special needs. Our policy for serving children with different abilities is in compliance with the Americans with Disabilities Act (ADA), its implementing regulations, and any other local, state, or federal laws pertaining

to the services provided to children with disabilities. Please discuss your child's special needs with the Program Director.

NSCC is licensed by the State of Iowa. The license is displayed near the main entrance of the center. Our facility is inspected annually to ensure that we are providing safe, healthy, and appropriate care for your child(ren).

NSCC's curriculum, Creative Curriculum, is developmentally appropriate to the various ages of children we serve. The quality of our program is defined by the extent to which the environment, activities, and interactions are rooted in the teacher's understanding of developmental stages and knowledge of each child. The decisions teachers make and the way they react spontaneously to what happens each day are based on a knowledge of child development and what is known about each child's interests, abilities, needs, and background.

Because children learn from their daily interactions with the environment, a carefully organized and rich environment is the foundation for our program. Central to the use of the environment is an understanding of the potential of various materials to enhance learning and teaching, and knowledge of how these materials meet the developmental needs of your children. By focusing on the developmental progress of each child, NSCC's program offers an ideal setting for all children, including those with disabilities.

Our program fosters creativity in both children and teachers. Being creative means thinking of new ideas, obtaining information by asking questions, learning through trial and error, and benefiting from mistakes. Children's creativity is supported by an environment that encourages them to try out ideas and to risk making mistakes. Teacher's creativity is supported by our program framework that encourages them to be innovative and responsive to children. By focusing on both the teacher and child, NSCC's program provides a blueprint for developing an educational setting in which young children can thrive.

Parents are a child's first teacher. Therefore, family participation is an important component of a successful program. In our program, we encourage the involvement of parents and families in all that we do.

### **Confidentiality**

All information relating to your child(ren) will be completely confidential. In order for us to release information about your child(ren), we will need written permission from you to do so. The following exceptions do not require prior permission:

1. Center staff, when reviewing records directly related to their job functions (i.e. to get information when they have concerns about a child's development, when they need access to a file for emergency information, etc.)
2. Authorized representatives of the Department of Human Services.
3. Appropriate people in a health or safety emergency.

### **Admission Policy**

NSCC will accept children ages 2 years to 12 years old. Before children are accepted into the center, the parent/guardian must complete enrollment forms which include an intake form, an emergency medical & dental consent form, a pick-up permission form, a travel and activity authorization and picture release form, child care contract, health assessment/physical form, immunization sheet and any other forms that the Program Director designates.

**Before a child attends, he/she must have a current physical and an immunization card on file at the center.** These immunizations are required for children 24 months or older:

Diphtheria/Tetanus/Pertussis	4 doses
Polio	3 doses
haemophilus influenzae type B	3 doses, with the final dose in the series received on or after 12 months of age; or 2 doses if only 1 dose received before 15 months of age; or 1 dose if received when the applicant is 15 months of age or older. Hib vaccine is not required for persons 60 months of age or older
Pneumococca	4 doses if the applicant received 3 doses before 12 months of age; or 3 doses if the applicant received 2 doses before 24 months of age; or 2 doses if the applicant received 1 dose before 24 months of age; or 1 dose if the applicant did not receive any doses before 24 months of age. Pneumococcal vaccine is not required for persons 60 months of age or older.
Measles/Rubella <sup>1</sup> <sup>1</sup> Mumps vaccine may be included in measles/rubella-containing vaccine	1 dose of measles/rubella-containing vaccine received on or after 12 months of age; or the applicant demonstrates a positive antibody test for measles and rubella from a U.S. laboratory
Varicella	1 dose received on or after 12 months of age, unless the applicant has had a reliable history of natural disease.

**Discharge Policy**

Children may be discharged from the center for the following reasons:

1. Inadequate enrollment and information forms
2. Incompatibility between the child and the program
3. Violation of policies and/or rules
4. Continued schedule infractions
5. Continued disruptive behavior and/or aggressive behavior toward staff or other children
6. Nonpayment of child care fees
7. Any other reason whereby the Program or On Site Director deems that the enrollment of the child is not in the best interest of the North Scott Child Care Center.



In all instances, a conference will be arranged by the Director and the parents, prior to the discharge.

### **Emergency Contact**

The emergency medical & dental consent form is very important. This form will determine who we call in case of an emergency or if your child becomes ill during the day. The information on this form must be accurate and kept up to date. We will ask you to update this form annually, but if you have any changes, please notify us immediately.

### **Mandatory Sign In / Out**

It is a state requirement and the responsibility of parents to sign their child in and out every day. You will be provided a code to sign your child(ren) in and out on our mobile device. Your cooperation in meeting and maintaining the requirement is greatly appreciated.

### **Child Arrival and Pick-Up**

In order to ensure a safe arrival and departure, parents MUST sign their child in/out daily. Children attending preschool only should not arrive more than 5 minutes before the scheduled time (8:30 AM) and be picked up not later than 5 minutes after the dismissal time (11:00 AM) to avoid being charged the half day rate. If someone other than the parent is picking up the child, please notify the child care staff or the Director. Also, be sure the person is on the pick-up permission form. For the safety of the children, we will check identification of individuals we do not know.

### **Access to Children Policy**

Parents have unrestricted access to their child(ren) and to the provider caring for their child(ren), during our normal hours of operation or when their child(ren) are in the care of the center, unless parental contact is prohibited by court order.

Any person in the center who is not a district employee, or volunteer who has gone through the formal record check process and been cleared for involvement with child care shall not have 'unrestricted access' to children for whom that person is not the parent, guardian or custodian.

There are times when members of our community (guest speakers), who are permitted on our property but have not been cleared through formal record check process, will be in the child care for the purpose of educating the children. When these individuals are in the presence of our children there will always be a staff member present to monitor and supervise the guest speaker as well as the children.

In the event that a visitor would enter into the child care center that the staff does not recognize as a parent, guest speaker, or volunteer, the staff member will immediately go to the person and ask for identification and determine through conversation & questioning the purpose of the visit. The staff member would then direct and/or escort the visitor to where they need to be to conclude their business with the child care. In the event that the staff member believes the visitor does not have a valid reason to be on our premises staff would ask the visitor to leave and/or escort the visitor to the door. Staff will immediately report any suspicious or disruptive person to the director.

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

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
- Shall not be on the property of the child care center without written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.
  - The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
  - If written permission is granted it shall include the conditions under which the sex offender may be present, including:
    1. The precise location in the center where the sex offender may be present.
    2. The reason for the sex offender's presence at the facility.
    3. The duration of the sex offender's presence.
    4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
    5. The written permission shall be signed and dated by the director & the sex offender and kept on file for review by the DHS center licensing consultant.

Only persons doing direct business with the child care and/or school district are allowed on the property while children are present. Those persons doing business would include: parents/guardians/custodians of the children, guest speakers, volunteers, and vendors. All school district policies relating to visitors and access will also be upheld.

### **Custody Orders**

We cannot deny any parent access to their child(ren), unless parental contact is prohibited by court order. Any certified custody orders must be provided to the Director and kept on file at the time of enrollment. Any changes in custody orders must be provided to the center immediately.

### **Emergency Care**

Injuries that occur while your child is at NSCC will be cared for according to the American Red Cross procedures for First Aid and CPR. Parents will be notified by phone in an emergency. We will also follow the instructions on the emergency medical & dental consent form completed by parents. An accident report will be filled out on any accident that occurs while your child is in our care and a parent signature will need to sign and date the accident report. In the event that someone other than the parent picks up we will call the family at home to inform the parents of the accident and we will indicate the phone call on the accident report.

### **Non-Emergency Care**

In case of minor accidents, such as scraped knees, bumps, and bruises, parents will not be notified by phone. An accident report will be filled out. The parent must sign and date the report and a copy will be given to the parent on the day of the accident. If the parent does not pick up or sign the day of the accident, the child care will call the family at home to inform them of the accident and we will indicate the phone call on the accident report.

### **Wellness Policy**

The center follows the school districts' wellness policy. We support & promote dietary habits contributing to students' health status and performance. All foods served at the center should meet or exceed the school district nutrition standards.

### **Posting of Communicable Diseases**

Whenever a child in the center has a communicable disease, we will post a notice of the communicable disease to which your child may have been exposed. Current school district policy no longer requires children to be sent home when head lice have been detected. All buildings utilize Robi Combs for treatment of head lice. Parents will be contacted prior to the use of the Robi Comb on their child.

### **Discipline Policy**

Our discipline policy at NSCC is one that is fair, ensures the safety of all children involved, and is developmentally appropriate for each child. We believe in using positive reinforcement to discipline children because this encourages healthy development of children's self-esteem. Positive reinforcement techniques include modeling, encouraging expected behavior, redirecting, and setting clear limits. If it then becomes necessary to use further disciplinary measures, the child will be removed from the situation and given a verbal warning. "Time out" will then be used if the child is still misbehaving. The child will have a "time out" for one minute per year of age. (i.e. a four year old will have a "time out" for four minutes.) When a child shows consistent inappropriate behavior, the situation will be discussed with the parent.

### **Sick Child Policy**

Please do not send your child if he/she is not feeling well. This may result in illness for other children. If your child has any one or a combination of any of the following symptoms, please keep him/her at home. If a child is at the center with any of these symptoms, the child's parents will be called and requested to pick up their child immediately during this time the ill child will wait in a supervised quiet area. Children may return to the center after being symptom free for 24 hours, without the use of medication. Symptoms for exclusion:

1. Temperature of 100 degrees or above
2. Diarrhea
3. Vomiting
4. Any contagious disease (i.e. rash, chicken pox, etc.)

If your child has developed a *communicable disease* such as pink eye, strep throat, impetigo, chicken pox, etc., or if he/she is gone more than three days due to illness, he/she will need a doctor's release to return to NSCCC. Parents of children who have been hospitalized or under a doctor's supervision will need to meet with the director before the child can return to the center. The purpose of this meeting is to review any specific needs of the child.

### **Emergency Preparedness**

On a monthly basis, your child will participate in different emergency drills (Intruder, Tornado, Fire & Bus). These drills are meant to prepare your child in the event of an emergency. Some drills will be carried out with the entire school others will be carried out just by the child care. During the drills your child will be informed in words appropriate to their age that we are practicing a drill. Throughout the drill staff members will remind

children this is a drill and to stay calm & listen to directions. Staff will bring attendance sheets and the emergency note book with parent contact information.

In the event of a real emergency, the child care staff will contact parents, by phone, email and or text message. If an evacuation is needed due to an emergency parents will be informed by phone, text and/or email with instructions on when & where children can be picked up.

### **Health Policy**

The required health forms for NSCC are: a physical form (updated each year), and immunization card (updated as the child receives each immunization). In addition to these forms, an emergency medical & dental consent forms must be on file in the center on each child enrolled, the emergency numbers will be kept updated, and first aid kits will be taken on field trips. Our Medical and Dental Emergency Plans are as follows:

### **Medical Emergency Plan**

In the event a child should need emergency medical care and the parent/guardian cannot be reached and delay in treatment would be harmful, these actions will be followed:

1. The staff member not remaining with the child needing care will go to the office and call 911 and notify the parents/guardians (or emergency contact).
2. The staff person making the emergency call will retrieve the emergency medical & dental consent notebook. The child's form will be removed and taken with the child.
3. A staff member will accompany the child to the medical facility if necessary.
4. At least one staff person will remain with the child needing care at all times until the parents/guardians arrive and are able to assume responsibility.
5. Other staff will assist by taking the rest of the children to another area as soon as possible. The group's sign-in clipboard must be taken to ensure all children in attendance that day are present.

### **Dental Emergency Plan**

In case of an emergency, the following plan of action should be followed:

1. A staff member will assess the type of injury to determine the type of first aid needed.
2. The staff person will initiate first aid treatment as outlined in the policy and procedure manual.

We follow Universal Precautions when handling any bodily fluids.

### **Children & Outdoor Play**

To protect against cold, heat sun injury and insect borne diseases please dress your child daily in weather appropriate clothing. Warm, dry layered clothing in cold weather and cool sun protective clothing in the warm weather. Parent supplied sunscreen will be applied by staff with written parental permission. When public health authorities recommend use of insect repellents, due to a high risk of insect-borne disease, staff will apply only parent supplied repellents containing DEET once a day with written parental permission.

### **Biting Policy**

Explanations, policies and procedures regarding biting in the child care center.

NS Child Care's focus is on the development of the whole child. We often find some children struggling in some area of their development which in turn can lead to behavioral issues.

Biting is one of those behaviors that is quite common in child care settings. When biting does occur we take it seriously and try to find the reason for the behavior, and take the necessary steps to replace the behavior with more appropriate behavior.

*Why do children bite?* There are many reasons a child might bite:

- lack language skills to express their feelings
- overwhelmed by their environment
- overly tired
- teething discomfort
- experimenting to see what will happen (cause & effect)
- need more active playtime, choices, or materials

*When a child bites we will:*

- intervene immediately
- comfort the child who was bitten
- administer first aid in accordance to the American Red Cross procedures, such as washing the area with soap & water, applying an ice pack or bandage if necessary.
- talk briefly to the child who bit and remove the child from the situation for a brief period of time
- evaluate the supervision and classroom environment at the time of the incident
- notify parents of all children involved by filling out an accident/incident report or by phone. We will not share the names of the children to protect the privacy of all families.

*After a child's first biting incident we will:*

- again re-evaluate classroom environment and selections of materials
- help the children find appropriate ways to express their feelings
- teach children acceptable ways to communicate their needs/wants to their peers
- track the biting incident with observations made by the staff to document the where, who, when, what before & after, and the why (if possible)
- make adjustments to the classroom environment

*If biting continues we will:*

- assign a staff member to shadow the child who bit in order to redirect behavior and teach appropriate responses
- track the observations of possible triggers, warning signs, frequency of attempts, time, location, participants, behaviors, staff present, and circumstances.
- analyze the observations for any patterns & possible solutions
- schedule a conference with the parents of the child who bit
- develop a plan of action and determine need for outside resources
- check with the parents on a daily/weekly basis as needed to review the progress of the child's behavior

*If biting becomes habitual or dangerous for the other children and all other methods of resolution have been exhausted, the child's enrollment may be terminated without advance notice. If this situation occurs, re-enrollment of the child will be considered after the biting stage has passed.*

### **Medication Policy & Administration Procedure**

NSCC can only give medications that are prescribed for the child that is to receive them. Any over-the-counter medications will need a doctor's authorization on file before it can be administered. Parents/guardians wanting to have medication administered to their child must fill out 'Medication Release & Administration Record' for each medication to be given. Medication must be labeled with the child's name in the original container with the original label with the pharmacist's/doctor's specific instructions on administering the medication. Medication will be stored in a locked container located in the 'kitchen area' or in the refrigerator depending on the type of medication. Staff members will administer the medication according to the prescription label and 'Medication Release & Administration Record'. The child will be given the amount of medication indicated at the time indicated on the form filled out by the parent. Staff will record each time the medication is administered on the 'Medication Release & Administration Record'. On the 'Medication Release & Administration Record' the staff member who administered the medication will indicate the date, name of the medication, the amount administered, and the time given and then initial the 'Medication Release & Administration Record'. If a dose was not given for a valid 'Medication Release & Administration Record' the staff member will indicate why the medication was not administered, date and initial the form.

### **Meals**

We participate in the Child and Adult Care Food Program administered by the State of Iowa and Federal Government. While attending NSCC your child will be encouraged to try new foods, but they are never forced to eat. We pre-plate some of our meal and serve the rest of our meal family style to help promote many different life skills. The center provides nutritious foods for breakfast, lunch, and two snacks that meet the school districts wellness policy. Meals are served at regularly scheduled times; please refer to the daily schedule for a list of those times. The child care center prepares breakfast and two daily snacks, whereas our lunches are prepared by the school district on days that school is in session. Written menus are posted outside the Director's classroom next to the sign in/out sheets. Copies of the menus are available upon request.

Water is available to children throughout the day.

When school is not in session (in-service days, winter, spring or summer breaks) your child will need to bring a sack lunch containing:

#### **Fruits and Vegetables: 2 different items\*\*\***

2-5 year olds – a combination of 2 things that equal ½ cup

6-12 year olds – a combination of 2 things that equal ¾ cup

\*\*\*Juice can be considered 1 item if it is 100% juice (please read labels carefully)

#### **Grains, Bread, Pasta (muffins, biscuits, noodles, rice, cereal)**

2-5 year olds ½ slice bread, ¼ cup pasta/rice, 1/3 cup cereal

6-12 year olds 1 slice bread or ½ cup pasta/rice, ¾ cup cereal

### **Meat or Protein (cheese, peanut butter, eggs, yogurt, cottage cheese)**

2-5 year olds 1 ½ oz. meat/cheese, ¾ egg, ¾ cup yogurt, 3/8 cup cottage cheese,

2 Tbsp peanut butter

6-12 year olds 2 oz. meat/cheese, 1 egg, 1 cup yogurt, ½ cup cottage cheese,

4 Tbsp peanut butter

Milk is provided by the center. The child care center is required to monitor the meals of any child under the age of five who is not enrolled in school and will supplement their meal as necessary to meet the CACFP guidelines.

Although we provide snacks, we understand that a schoolage child may want more than the portion we offer. Schoolage children are allowed to bring additional food from home. However, we only will allow schoolage children to eat food brought from home during a schedule snack or meal time.

If your child has a food allergy, we need a statement signed by a doctor that states the child's food allergy. This will be placed in the child's file and the people preparing the food will be notified to make substitutions.

Children at the center are entitled to these meals and snacks at no extra cost to the parents. Due to our child care centers enrollment in the Child and Adult Care Food Program we include an application for free and reduced meals in every enrollment packet. If you do not qualify for free or reduced meals, you do not need to fill out the Iowa CACFP Center Income Application. However, if you do qualify for the free or reduced meal program, please fill out the Iowa CACFP Eligibility Application so that we can claim the meals we served your child with the state.

### **Birthdays**

We enjoy celebrating birthdays. We welcome any healthy store purchased treat you want to send, but, please be aware that treats must meet the school districts wellness policy. So we ask that you talk to your child's teacher or the Director about acceptable treats, and we can offer suggestions and inform you of any classroom allergies (peanut butter, flour, ie.) at that time.

### **Transportation Policy**

If there would be a need for us to transport your child in the event of an emergency, field trip, or to get to school, we need your authorization to transport them in a car or school vehicle. Parents need to fill out a Travel & Activity Authorization form, which is included in every enrollment packet located on the back of the Parental Emergency Medical / Dental Consent form.

### **Field Trips**

We try to take the children on various field trips throughout the year that relate to our curriculum. In order for your child to participate in a field trip we required your written permission. You will be given prior notice of the field trip and your child's teachers will ask you to sign a Field Trip Permission form. On the Field Trip Permission form, you will be given the destination of our trip, the date, & the times we will be out of the center. You will be asked to sign the permission form and leave a emergency telephone number where you can be contacted on the day of the field trip. NSCC staff will take a copy of the Field trip Permission form as well as the Parental Emergency Medical / Dental Consent form, and a first aid kit when they go on the field trip. We may go on our field trip by walking or by school bus. At least 1 additional staff member over the adult to child ratio will be taken on all field trips.

### **Non-Center Sponsored Activities Policy**

Any parent who chooses to have their child participate in any non-center sponsored activities and transported by someone other than the individuals on the pick up permission form must fill out the written activity permission form, available at the desk. NSCC is not responsible for anything that happens once the child(ren) has left the center.

### **Grievance Procedure**

Parents or others may file a grievance when it pertains to NSCC's policies or staff. The grievance shall be presented to the On Site Director, Program Director, or Building Principal. Any grievance which is not resolved by the Directors and/or the Principal will be brought before the Child Care Advisory Board, consisting of the Superintendent, Elementary Principals, and Director of Business, Director of Operations, and Child Care Directors. Any grievance which is not resolved shall be brought to the attention of the North Scott Community School Board.

### **Mandatory Reporting of Child Abuse**

We are mandatory reporters of child abuse. The reporting procedures are posted near the main entrance of the center.

### **Allegations of Student Abuse by School Employees**

Anyone alleging student abuse by a North Scott Community School District employee can process a complaint to the Level I or Level II investigators appointed by the Board of Directors. The names, addresses, and phone numbers of these investigators are posted near the main entrance of NSCC.

### **Withdrawal**

Parents wishing to withdraw their child(ren) from our program must give notice at least two weeks in advance. The notification is requested because the staff schedule is made up in advance, according to the number of children enrolled.

### **What to Bring for Preschoolers**

We ask that parents of preschoolers send:



- A labeled, extra set of clothing (weather appropriate) in a ziplock bag for accidents
- Diapers/Pull-ups (if needed)
- Wipes (if needed)
- A blanket for naptime
- If they would like, a small pillow and/or a small stuffed animal to sleep with.
- A lunch on no school days

We ask that you do not send sleeping bags, full size pillows, large blankets, or quilts, as our storage space is limited. Parents, please label all of their children’s belongings. We ask that children leave their own toys at home, as they can get lost or broken. We are not responsible for lost, stolen, or broken toys that your child brings from home.

**Cubbies and Hooks**

We want your child to develop a sense of belonging at NSCC. S/he will have a cubby and a hook for personal possessions. Remember to check these special places daily, and help your child learn to be organized and take responsibility for his/her possessions.

**Classroom Rules**

The following are some of the basic classroom rules, which we encourage everyone to follow. You may wish to discuss these from time to time with your child:

- Take turns.
- Listen-respond when the teacher calls. One person talks at a time.
- Walk; do not run, in the classroom and hall.
- Clean up toys when you are done.
- Respect the body space of others. No hitting, shouting, tripping, pinching or biting.
- Guns or other weapons may not be brought or constructed.
- We use manners and polite interaction, especially *please* and *thank you*.

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**NORTH SCOTT CHILD CARE CENTER  
Handbook Acknowledgment**

By signing this form, I/we certify that I/we have read and understand the policies outlined in the North Scott Child Care Center Parent Handbook, and that I/we will comply with all of the policies and procedures as stated in the parent handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date