Virginia F. Wood

Early Learning Center

Parent Handbook

2026-2027



VIRGINIA F. WOOD EARLY LEARNING CENTER

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Dear Parents,

Welcome to our Virginia F Wood Early Learning Center, part of Student Support Programs. Westfield Washington Schools offers TOTS Child Care which is open to WWS teachers, and staff. TOTS families will get first priority on spots in preschool and All Aboard. Preschool and All Aboard pre-kindergarten are open to families residing in Westfield and younger siblings of our WWS enrolled students.

WWS TOTS, preschool, and All Aboard pre-k programs exist to provide infants, toddlers, preschoolers and pre-kindergarteners with a warm, loving environment where your child can feel safe, secure and happy.

Our classrooms reflect the spirit of children and help to support their developmental needs. Our staff is dedicated to providing the most comfortable and cheerful environment for your child. Our program not only encourages educational growth but, most importantly, ensures love, acceptance and the safety of all children. At Virginia F Wood Early Learning Center children receive instruction using Creative Curriculum as well as other program-created materials.

At Virginia F Wood Early Learning Center we work in partnership with parents and families to build a mutual understanding of what is best for the child. We always welcome your communication. We are looking forward to getting to know you and your child.

Sincerely,

Westfield Washington Schools

Caylie Dicken

Caylie Dicken
Director of Early Learning Programs
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The Mission of Student Support Programs is to provide value-added, fee-based services in support of WWS families by providing nurturing and engaging environments where children are the priority.

Licensing Information

The Virginia F. Wood Early Learning Center programs are legally licensed exempt programs recognized by the state of Indiana. This designation allows us to accept CCDF vouchers.

As an exempt facility, we are routinely inspected by a consultant from FSSA (Family and Social Services Administration). Should the consultant find an area of improvement, we will notify parents if the improvement requires a change in policy or practice.

Practices, policies, and procedures in this manual reflect the requirements of this designation.

Please understand that we make every effort to meet the needs of every child every day and appreciate your support with the requirements from the state of Indiana.

Fob and Sign In Procedures

All VFW ELC parents will receive two complimentary key fobs to use during designated times to enter the Virginia F Wood Early Learning Center. If a third fob is needed, you may email your request to mychild@wws.k12.in.us. Upon approval, your third fob will be delivered to your child's classroom where you will receive it and sign it out. There will be a $15 fee for the third fob that will be charged to your EZChildTrack account. If at any time one or both of the parent fobs has been lost, you must notify SSP immediately at mychild@wws.k12.in.us. A fee of $15 for a lost/replaced fob will be charged to your EZChildTrack account, and you will be issued a replacement fob.

1. The fobs are programmed for the Virginia F. Wood Early Learning Center and all access will be through door 1. FOBS are active from 6:45 AM-8:30 AM and 3:00 PM-5:30 PM. After entering, the parent will proceed to the child's classroom either to drop the child off or pick up the child. Parents will need to sign the child in each morning and out each afternoon on the computer located on the parent information table. If you have a carseat or stroller, there will be a space in the hallway outside the classroom for storing.

2. Drop off or pick up when fobs are not activated will require the parent to ring the doorbell at the building's main entrance. The front office staff will open the front door to allow the parent into the building. For your child's safety, you will be required to scan your driver's license or Safe Visitor's pass. In addition, parents must sign in and out at the front office.

3. Your fob will be inactive after 5:30. At 5:30, all children remaining in the building will be brought to the front waiting area and will wait there with a staff member until parents arrive. A late pick up will generate a late fee.

School Closings and eLearning Days

If there is a Hamilton County travel warning, Virginia F Wood Early Learning Center will be closed.

In the event of a school closing, the TOTS program for infants through two years old will not be open. This allows our staff to remain safely at home.

If schools are closed and there are no travel warnings for the county, we will be open at 7:15 a.m. for preschool and All Aboard pre-k unless there are extenuating circumstances that make it unsafe for students or staff. This delayed start time will allow the grounds crew extra time for clearing lots and sidewalks. This day is included in the regular fees if the district counts it as an eLearning day.

We will not provide credit for days not attended whether this is by parent choice or due to any circumstances beyond the school district's control, such as extreme temperatures.

School Delays and Early Dismissals

VFW ELC hours will be 7:15 a.m. to 4:30 or 5:30 p.m., depending on your chosen plan, on a school delay. This delay in start time gives the grounds crew more time for cleaning and also allows our staff additional time for travel. We will remain open until 5:30 p.m. for our families, but we will combine rooms and staffing to allow as many of our employees as possible to go home. Should there be an early dismissal, parents will be asked to pick up their child as soon as safely possible. In rare instances, the decision may be made to operate the program on a two-hour delay.

Policy about children left after closing time

Children are expected to be picked up by the scheduled pick up time; either 4:30 or 5:30, pm. If a child is not picked up by 30 minutes after closing time, Child Protective Services will be contacted to pick up your child.

Our pick up policy has been revised to better support our staff. After your scheduled pick up time, a late fee of $3.00 is collected for every minute late. Once a family has had two late pick-ups during the school year, the family will be charged $5.00 per minute late. After a family has received a total of four late pick-ups during the school year, the child(ren) will not be able to attend the program the following day or at any time in the future until the parent has made contact with the Director of Student Support Programs. After the fifth late pick-up, the child will be removed from the program. This will be strictly enforced.

Policy about Payments

You are responsible for paying your weekly tuition. WWS district employees are eligible to sign up for payroll deduction. Employees who are utilizing payroll deduction are not considered past due on tuition payments.

If your account becomes 60 days past due, you will be asked to leave the program and unpaid accounts will be sent to collections. All communication will come through email from EZ Child Track to your primary account holder email address.

- 30 Days Past Due:
  Families will receive a written notification when their account becomes 30 days past due communicating a payment plan will need to be set up. Accounts that are 30 days past due will be placed on suspension. During suspension, families will not be permitted to enroll in any new programs or services until the account balance is paid in full.

- 60 Days Past Due:
  Families will receive a written notification when their account becomes 60 days past due. Accounts that reach 60 days past due will result in exclusion from the program. The child will not be permitted to attend until the outstanding balance is paid in full or satisfactory payment arrangements have been approved by administration. Re-enrollment is not guaranteed even if the account balance is paid in full. Unpaid balances will be sent to collections and additional fees will apply.

We encourage families experiencing financial hardship to contact the office as soon as possible to discuss potential arrangements. Our goal is to work together with families to prevent disruption in care whenever possible.

VFW ELC Medication Guidelines

The building nurse will be familiar with the children and available in case of emergencies during school hours. The school nurse will have emergency medical and contact information for each VFW ELC child. However, our VFW ELC staff will manage routine medical needs. The VFW ELC staff will consult with the nurse as needed.

1. VFW ELC will administer doctor prescribed medications only if totally unavoidable during care hours. A parent will need to give directions and permission in writing and any necessary medications are to be in an original pharmacy container with a label. This is in accordance with state guidelines. Medications will be kept in a locked closet or a locked box.
2. Over the counter medications are not stocked by the VFW ELC program. The VFW ELC staff will give any necessary over the counter medications if they are brought in the original, unopened container. Many over the counter items specifically state that a doctor's instructions be given for a child under 2 years of age. Please make sure these instructions are turned in and updated as needed. We will never exceed label directions for weight or age unless directed by a doctor's note. You may email the doctor's note.
3. Children with a known, contagious illness should not be brought to VFW ELC. However, low grade fevers less than 100 degrees or loose stools with teething will not cause a child to be sent home if NO OTHER symptoms are present. Diarrhea (loose and watery) is a reason to send a child home if frequent or accompanied with other symptoms.
4. VFW ELC staff follows the district policies and state childcare guidelines for exclusion for illness.
5. If your family has not chosen to do immunizations, your child will not be allowed to attend if there is an outbreak at the school.

Please note: If a child is sent home with a fever, the child must be fever free for 24 hours without the use of medication before they are allowed to return.

Immunization Record, and Birth Certificate

Within ten (10) days of a child's enrollment, the child's health record shall contain the following:

1. Current and complete record of immunization history showing month, day, and year of each immunization
2. Provide a copy of the child's Birth Certificate.

It is the parent's responsibility to provide these documents and information. Contact your physician if you have any questions about immunizations. Should a disease outbreak occur during the school year, recommendations set forth by the Hamilton County Health Department and/or Indiana State Department of Health will be followed.

Children with Food Allergies

If your child has a known food allergy, you should report that on the medical form during Powerschool registration. You may send an epipen if one is prescribed. It must include the original packaging with dosing instructions and cannot be expired.

Per Indiana Code for state licensing, "**each child with a food allergy shall have a special care plan prepared for the Center by the child's physician or health professional**." That plan should include:

- Written instructions regarding food(s) to which the child is allergic and steps that need to be taken to avoid that food
- A detailed treatment plan to be implemented in the event of an allergic reaction, including names, doses, and methods of administration of any medications that the child should receive in the event of a reaction.

The plan shall include specific symptoms that would indicate the need to administer one or more medications.

Reporting an Absence

Please alert the caregivers in your child's room if your child will not be attending VFW ELC for any reason. You may either call or send an email to your child's caregiver. Please tell us if your child is ill and what type of illness. This will help us alert other parents to contagious illnesses if needed. A room contact list will be supplied the first day of our VFW ELC program.

Emergency Procedures and Staff Training

The VFW ELC staff practices emergency training regularly throughout the year. The staff and children will have emergency drills on a regular basis. Our VFW ELC staff is trained in what to do and how to make this a serious procedure without upsetting the children. The staff receives yearly training in universal precautions, as well as CPR/First Aid certifications.

Written emergency procedures are posted in each room alongside the door. Each room has an emergency bag that the caregivers take with them when evacuating the rooms for drills and emergencies. This bag contains all pertinent information in the extreme occurrence we could not return to the school. The ELC administration team also has a binder with all contact information. In addition, central office has information to contact each of the VFW ELC families in case of emergency. Your child's safety is our top priority!

Required Safe Visitor Background Check

Per school guidelines, any person who plans to visit a Westfield Washington School must have a background check on file. This includes parents/guardians at VFW ELC. There is an additional fee for this process and the background check is valid for three years. Please visit the link below for additional information and to complete your background check.

https://www.wws.k12.in.us/about-us/school-safety/safe-visitor

*If you are a current teacher or employee of the district, you do not need to do an additional background check.

Policy about Reporting Suspected Child Abuse

VFW ELC Child Care Center is required by law to report any suspected child abuse or neglect to Child Protective Services.

Confidentiality Policy

All information pertaining to admission, health, family, or discharge of a child is confidential. Families should not photograph or video record children at the ELC without prior permission from the administrative team as this is a violation of confidentiality.

Child with Illness Policy

Children who are ill will not be allowed to attend the VFW ELC program. Your child may NOT return to VFW ELC until he/she is symptom free for 24 hours.

In the event that the VFW ELC Staff feels that your child needs to be excluded from daycare for any length of time due to illness, the following procedures will be followed:

1. Your child's caregiver will alert the nurse and/or ELC administration team that your child may be ill or has demonstrated that she/he cannot remain at daycare.
2. The nurse and/or the ELC administration team will take the necessary steps to see if your child should be sent home including taking your child's temperature and/or observation.
3. Your child's caregiver or the nurse will then reach out to you if it is determined that your child is ill. If you cannot be reached, someone from your emergency contacts will be notified.

Policy on Release of a Child to an Intoxicated or Impaired Person

Children shall not be released to an intoxicated or impaired person.

Policy on Alcohol, Tobacco, Firearms, Illegal Substances

The use of tobacco, and use or possession of alcohol, illegal substances, and firearms is prohibited on the school property.

Policy on Adult Behavior

Our program works hard to support student behaviors and has steps in place to help children develop positive behavior. Should a parent be belligerent or aggressive towards a staff member, we reserve the right to ask the parent to leave or we may call 911. Should a parent be asked to leave the premises, we reserve the right to remove the parent's child from the program.

Infant VFW ELC Food Policy

Parents provide premade bottles for infants and are welcome to bring food for children who are learning to eat. The cafeteria can also provide meals with the parent covering the cost of lunches. Please label all items with your child's name and the date brought in.

VFW ELC Food Policy

Virginia F Wood Early Learning Center cafeteria will serve:

- Food which has been prepared by the school's food service (School provided snacks are posted in the room along with the monthly lunch calendar.)
- Food which is associated with a lesson plan(pre-approved by Program lead through the planning process), a special day, or special event with prior notification to parents through the process for information sharing at parent sign in table, allowing opportunity to select an alternative.
- Breakfast: (paid for through the program) and typically served between 7:15-8:30
- Morning snack: provided only in toddler rooms (paid for through the program). This is typically served 2 hours after breakfast and 2 hours prior to lunch.
- Lunch: purchased by the parent through the child's lunch account. You will receive information at a later date about setting up the account for your child.
- Afternoon Snack: (paid for through the program) This food is typically served after rest time.

Lunch from home must include these food groups: dairy (milk or milk alternative), vegetable, fruit, protein, whole grain, and the meal must match the nutritional qualities of the school meal. Children may NOT bring juice or juice pouches as the beverage for lunch. Sweets are discouraged.

If you should opt out of the school lunch and a meal is sent that does not meet the required state nutritional guidelines, your child will be given a school lunch that will be charged to your account.

Important Note: If you have applied for free/reduced lunch for an older child and have been accepted, children in our program are added to that program. You can find our program's free/reduced lunch application at this website:

https://www.wws.k12.in.us/departments/business/freereduced-meals-information

Milestones and Potty Training Policy

Any child entering the preschool and/or All Aboard pre-k classroom must meet these milestones:

- 3 years by August 1, 2026 for preschool
- 4 years old by August 1, 2026 for All Aboard
- Fully Toilet Trained
- Feeds self independently
- Participates in one nap or quiet time daily

Our preschool/pre-k classrooms require that all children MUST be fully potty trained. Children who come to preschool/pre-k and are not fully potty trained will be asked to pay the toddler rate and/or required to attend a meeting with the director.

Toilet Training Tuition Policy

To ensure appropriate staffing levels and meet the care needs of each child, tuition rates for children enrolled in our 3-year-old and Pre-K programs are based on their level of independence with toileting.

Children who are not yet fully potty trained will be charged the Toddler tuition rate, as they require additional care and support throughout the day.

A child is considered potty trained when they:

- Consistently use the toilet independently for urination and bowel movements.
- Can communicate the need to use the restroom before an accident occurs.
- Require minimal assistance with toileting routines, including clothing management and handwashing.
- Remain accident-free for the majority of the school day, with only occasional, age-appropriate accidents.

Once a child demonstrates consistent toileting independence, families may request a review with the Early Learning Center administration. After the child has successfully maintained these skills in the classroom, tuition will be adjusted to the applicable Preschool/Pre-K tuition rate, effective at the start of the next billing cycle.

Our goal is to support each child's developmental journey while ensuring classrooms are staffed appropriately to meet the needs of all children.

Enrollment Policy for 5 Year Olds

At Virginia F. Wood Early Learning Center, our mission is to provide high-quality early childhood education that supports the developmental needs of each child in preparation for kindergarten and beyond.

In alignment with Indiana state guidelines for kindergarten enrollment and to ensure appropriate placement for all children:

- **Children who turn five (5) years old before June 1st of the current school year will not be eligible for an additional year of enrollment at the Virginia F. Wood Early Learning Center.**
- These children are considered age-eligible to enroll in kindergarten in accordance with Indiana's kindergarten entry cutoff date.
- New enrollments who are already 5 years old will not be accepted for attendance.

Background:
Per Indiana state law, children must be five (5) years old on or before August 1st to enroll in kindergarten for that academic year. The Virginia F. Wood Early Learning Center follows a more conservative cutoff of June 1st to guide decisions about continued enrollment in our early childhood programs.

This policy ensures that children who are kindergarten-eligible are progressing appropriately within the educational system and that limited early learning spaces are available for younger children who are not yet eligible for kindergarten. Requests for exceptions will be considered on a case-by-case basis.

Final decisions will be made by the Early Learning Center administration in consultation with district leadership and relevant support staff.

Discipline and Behavior/Suspension/Expulsion Policy

***At no time will we suspend or expel an infant from our program, but state regulations require that all Indiana early childhood education programs that are eligible to accept Child Care Development Fund (CCDF) vouchers are required to have a policy on suspension and expulsion. The policy below is the same for infants through All Aboard.**

Virginia F Wood Early Learning Center is a Westfield Washington Schools' program and student behavior is governed by the WWS Student Handbook. As a fee-based program, participation is a privilege and not a guarantee. A Five Level Intervention Plan is used in the infrequent event that one child's behavior interferes with a safe and positive experience for other children. Level Five is exclusion from the program.

In the case of extremely aggressive or inappropriate behavior, the Director of Early Learning may immediately exclude a child from attending at the ELC following a Parent Conference.

The goal is to keep children in the program. With teacher and parent support, efforts will be made to improve behavior in the event that the child is exhibiting negative behaviors that are impacting other students' experiences.

Lead teachers have received training on providing positive behavior support and offering choices to correct inappropriate behaviors. As part of the yearly required training for all staff, ILEAD will be used. To support positive behaviors, lead teachers will provide a purposeful, engaging environment that represents and supports cultural diversity and the different stages of child development. Caregivers shall use positive discipline by doing the following:

a. Communicate to children using positive statements.
b. Encourage children, with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts.
c. Communicate with children by getting down to their eye level and talking to them in a calm quiet manner about what behavior is expected.

To help prevent common behavioral issues, teachers and classroom staff will:

- Design learning centers that allow small groups to work together, without interruption from others
- Place dividers between areas to provide a protected space for play and to assist children with focus
- Provide sufficient numbers of materials to prevent arguments
- Keep enticing and engaging materials in all areas of the room
- Organize materials to allow for easy location and return
- Offer materials that are in good working order
- Set up the room to prevent wide open spaces that encourage running
- Provide an organizational method that keeps centers from becoming overcrowded
- Ensure that areas are available for rest or relaxation

- Provide many choices that appeal to different ability levels
- Include a variety of activities to help children manage emotions
- Promote positive relationships between staff and children and child to child

(adapted from CREATING ENVIRONMENTS FOR LEARNING by Julie Bullard, *Pearson*: 2017)

Classroom lessons will include topics related to positive sense of self, learning to self-regulate, building strong relationships, resolving conflicts, understanding feelings, expressing emotions appropriately, and how to have positive interactions. These are included in the program's curriculum.

For inappropriate behaviors, we will not:

a. Publicly or privately humiliate, yell, or use abusive or profane language.
b. Associate disciplinary action or rewards with rest.
c. Associate disciplinary action with food or use food as a reward
d. Associate disciplinary action or humiliate a child in regard to toileting.

Staff at VFW ELC will not use time out for any child less than three years old and for children three and older, the purpose of time out (calming area)will be to help the child regain control.

Should a child exhibit significant behaviors, classroom and program staff will collaborate with families to determine ways to support the child. The offerings may include but are not limited to:

1. A referral to a pediatrician
2. A referral to the school district's early childhood assessment team for an educational evaluation.
3. Observation and support from the district behavior specialist

While we work hard to support positive behavior, there are instances where inappropriate behavior must be addressed. These behaviors are considered extreme and will result in a documentation or write-up:

A. Severe physical aggression against other students or staff (intentional hitting, punching, kicking, spitting, biting, etc…)
B. Severe verbal aggression against other students or staff (cursing, screaming refusals, threats, etc…)
C. Repeated refusal to follow classroom directions and rules
D. Any behavior that puts the child or others in the room at risk (jumping off furniture, throwing toys or school supplies, etc…)

The program's goal is to help children develop positive behaviors and we will work individually with children, as needed, to support this. In the event that a child exhibits behaviors that put him/herself or others at risk or impede the learning of other students, we reserve the right to follow our behavior documentation system. This is outlined on the following pages.

VFW ELC Behavior-Suspension-Expulsion Plan
Five Level Intervention Plan

When a child exhibits an extreme behavior as defined on the Behavior-Suspension- Expulsion Policy, these steps will be followed:

_____ Level One: Documentation

1. A child is encouraged to use the calming corner. This will be in a supervised area.
2. A child will lose an All Aboard privilege if he/she is not using the materials correctly
3. Removal from an activity
4. The child's family will be notified of the incident with a documentation form

_____ Level Two: First Write-Up

1. Any interventions identified in Level One
2. Loss of privilege
3. Mandatory conference with parent, All Aboard Lead, All Aboard Director and/or building administrator before returning to All Aboard. Both All Aboard and family members will share concerns and plans for changing unacceptable behavior. Family will be provided information for potential referrals.
4. An individual behavior plan will be created to support the child's needs

_____ Level Three: Second Write-Up

1. Any of the interventions from previous levels
2. One day exclusion from All Aboard
3. Mandatory conference with parent, All Aboard Lead, All Aboard Director and/or building administrator before returning to All Aboard. Behavior plan will be reviewed/revised as needed
4. Warning of possible three day suspension with unacceptable behavior

_____ Level Four: Third Write-Up

1. Review of documentation of behaviors and interventions from previous levels
2. Three day exclusion from All Aboard
3. Mandatory conference with parent, All Aboard Lead, All Aboard Director and/or building administrator before returning to All Aboard. Behavior plan will be reviewed/revised as needed
4. Warning of possible expulsion from All Aboard through the school year

_____ Level Five: Fourth Write-Up

1. Expulsion from All Aboard through the current school year

VFW ELC Behavior Documentation Form
***To be used with Level One**

CHILD'S NAME: _____

DATE OF INCIDENT: _____

Circle incident observed:

1. Severe physical aggression against other students or staff (intentional hitting, punching, kicking, spitting, biting, etc…)
2. Severe verbal aggression against other students or staff (cursing, screaming refusals, threats, etc…)
3. Repeated refusal to follow classroom directions and rules
4. Any behavior that puts the child or others in the room at risk (jumping off furniture, throwing toys or school supplies, etc…)

INCIDENT DETAILS:

_____
_____
_____

VFW ELC Program actions prior to this incident:

_____
_____

This information was shared with (names and dates)

_____
_____
_____
_____

Write Up #

VFW ELC Behavior Write-Up Form
***To be used with Levels Two-Five**

CHILD'S NAME: _____

DATE OF INCIDENT: _____

Circle incident observed:

5. Severe physical aggression against other students or staff (intentional hitting, punching, kicking, spitting, biting, etc…)
6. Severe verbal aggression against other students or staff (cursing, screaming refusals, threats, etc…)
7. Repeated refusal to follow classroom directions and rules
8. Any behavior that puts the child or others in the room at risk (jumping off furniture, throwing toys or school supplies, etc…)

INCIDENT DETAILS:

_____
_____
_____
_____

VFW ELC Program actions prior to this incident:

_____
_____

This information was shared with (names and dates)

_____
_____
_____

Behavior Policy for Break Care Services

If your child should receive a behavior document report and one or more additional behavior write ups, he or she will not be eligible to attend child care during breaks. Since the office is officially closed during these times, there is no administrator or developmental preschool teacher available to help support children with behavioral needs.

Intake Agreement

*****If your child is over twelve weeks old or older on or before the program start date and you choose to delay his/her start, there will be a fee to hold a position for your child.
VFW ELC shall accept only children who are at a stage of growth and development which enables them to benefit from its program, and for whose age level the center is staffed and equipped to provide care.

VFW ELC shall not admit or maintain any child whose needs it obviously cannot meet or whose behavior would be dangerous for other children in the center. Explicit, documented reasons for refusal to admit or provide care to a child shall be provided in written form to parents.

There shall be no discrimination on the basis of race, color, religion, sex, national origin, or handicap.

- **Program description:** The VFW ELC program provides developmentally appropriate activities for children. Weekly lesson plans are written and posted for parents' review. Caregivers serve as facilitators to enhance choices.
- **Significant Occurrences or Problems:** You will be notified of any significant occurrences or problems which affect your child, including exposure to communicable diseases, per the school district's head nurse.
- **Authorization for Child's Release:** Children will be released only to a parent or a person named by the parent. Parents or persons named by the parent must make sure that a staff member is aware of the child's arrival and departure. Parents shall sign the child in and out by name and time of arrival or departure. The staff has the right to request a photo identification of a person picking the child up from the center before releasing the child.
- **Court Orders:** If a court order exists preventing a particular individual from having contact with a child, the center shall comply with the Order. There shall be a copy of the Court Order in the child's file.
- **Parent Conferences/Communication:** Parent-teacher conferences will be scheduled as needed or a parent may request such a conference at any time. In addition, teachers are always available for on-going communication and parents are welcome at any and all times to observe our program.
- **Payment Plan:** Accounts are invoiced weekly with payments due on Fridays.

Safe Conditions Policy

The following steps will be taken to ensure that your child is safe while at our child care program.

Children will be actively supervised with the required number of qualified adults (adults who have completed a national criminal history check, consent form, drug screen and negative TB test and have completed all required trainings).

Our child care will not care for children in areas that are being remodeled, repaired, or painted. The administrator or director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, furnishings, and cribs, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances. The child care will take the following steps to maintain the child care:

1. Clean the child care daily; bathrooms, classrooms, playgrounds.
2. Ensuring that a qualified caregiver maintains ratios, group size and supervision at all times. (inside/outside, field trips, transportation etc.)
3. Keep the child care in a sanitary condition at all times through routine cleaning.
4. Sanitize toys, furniture, cots and other equipment used by children, weekly and when they become soiled or contaminated.
5. Wash all soiled items prior to sanitization.
6. Follow any Executive Orders (EO) or local public health emergency requirements
7. Ensure handling and storage of hazardous materials and the appropriate disposal of biocontainments.
    - Handwashing
    - Exposure to blood and bodily fluids
    - Poisons and hazardous material including but not limited to; plants, Asbestos, Carbon Monoxide, pest control equipment
8. Protection from hazards that can cause bodily injury such as electrical hazards, bodies of water and vehicular traffic.

Bus Expectations/Safe Transportation Policy

Parents/Guardians will provide transportation for children enrolled at VFW ELC. Staff at VFW ELC will not provide transportation for children.

Transportation is only offered to children who are provided support through developmental preschool through their Individualized Educational Program (IEP).

Parents/Guardians are requested to discuss School Bus Expectations with their students. Bus expectations are designed to provide maximum safety and comfort to all students. Parent/Guardian cooperation and support is needed so that quality transportation can be provided. School bus drivers will ensure that the following guidelines are observed.

1. Be careful when approaching bus stops. In areas where there are no sidewalks, walk on the left side of the roadway facing oncoming traffic. Always cross the street in front of the bus, once the driver signals, when boarding and unloading.
2. Avoid standing or playing on the roadway while waiting for the bus. Never chase after the bus.
3. Do not damage or destroy property near bus stops.
4. Help keep the bus on schedule. Please allow for a five-minute window on the scheduled stop time. Circumstances that necessitate this could be weather, traffic, etc. Please arrive to stop five minutes early.
5. No student will enter or leave the bus until it has come to a complete stop and the door has been opened by the driver. Take your turn and avoid pushing when entering or leaving the bus.
6. Be seated promptly, sit two or three to a seat, and be careful not to block the aisles. Remain seated until the bus stops. Students may be assigned seats at the discretion of the driver. No one is permitted to save seats. Students are not to stand or move about while on the bus.
7. Loud, boisterous, profane language or indecent conduct will not be tolerated.
8. Windows will not be opened or closed except by permission of the driver.
9. Students should be waiting at the designated stop 5 minutes prior to the time the school bus is scheduled to arrive. This does not mean the student leaves the residence when he/she sees the bus coming. If the student is not going to ride in the morning, please notify the Transportation Office.
10. The driver has full authority of the bus while students are being transported. For misconduct, the driver, upon notifying the parent/guardian, may suspend a student from riding for one day. The building administrator may recommend a three or five-day suspension from riding. Further misconduct will result in the riding privilege being revoked for the remainder of the trimester.
11. Students are not permitted to eat or drink on the bus without permission from the bus driver. Bottles and cans are prohibited.
12. Mutilation of seats or written obscenities on any part of the bus will be sufficient grounds to deny bus privileges to the offender in addition to the offender paying for any damages.
13. As a safety precaution, students will not be permitted to leave the bus until supervision is available in the building. After boarding the bus, a student is not permitted to leave the bus until the bus gets to the student's designated stop or to the school.

14. The aisle of the school bus must be kept free of objects that could obstruct an emergency evacuation of the bus. Any large object that cannot be held on the student's lap or safely placed on the floor in the space under the seat immediately in front of the student is not permitted on the school bus.

Bus Ridership

Bus stops are placed in a location that is best for all riders. Door to door service is only provided to Special Needs students or specific circumstances related to the unique needs of a student.

All students must ride their assigned bus to and from school. Riding another bus is only permitted in emergency situations. In an emergency situation, a parent may contact their child's school to request that their child ride home with another student. Notes must be provided from each student's parents. The principal will check with Transportation to ensure there is enough room on that bus that day before determining whether the request will be granted. The driver and parents will then be notified. The school bus should not be used as transportation for parties or sleepovers. Parents are responsible for transporting students to events of this nature.

Please let the bus driver know of any special health problems your student might have.

School bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported. It is important that each student cooperate with the bus driver and practice safe bus riding habits at all times.

Parents/Guardians are encouraged to help in the supervision of the bus stops since the school is unable to provide supervision. Students should not arrive at the bus stops extremely early because of the lack of supervision.

Bus Stop Change Requests

Bus stop change requests must be submitted at least 5 days before the requested date of change. Bus stop changes must be permanent, every day change. A student may have different pick up and drop off locations, but they must be the same all week. Transportation cannot accommodate intermittent or every other day requests.

Bus stop change requests must be within the boundaries of the attending school.