

## **Welcome!**

The East End United Community Center is a non-profit 501c3 that has been serving the Uniontown Area since 1975. Our mission is to improve the residents' academic, social, economic and cultural experiences primarily through helping children and their families cope with their environments to become better and more productive citizens. We work tirelessly to spread our message through the community by doing community outreach; offering family friendly activities, offering after-school and summer enrichment programs, and even providing space for community members to meet in fellowship.

Little Legends started at the community center in 2013 and has since been focused on providing high quality care that meets the needs of the surrounding community.

## **A Message from the Little Legends Program Director**

The Little Legends Daycare Program promotes an environment where children become independent, confident, lifelong learners with a strong sense of self. In each child we strive to cultivate autonomy, a sense of belonging, respect for others, and enthusiasm for exploration and learning.

We are always here to meet your needs and answer your questions. Please do not hesitate to contact our program staff at any time. We look forward to your involvement as we join teamwork for the continued success and growth of your child.

## **Getting to Know Your Director**

Melissa is the Daycare Director for the Little Legends Daycare Program at East End United Community Center. She received associated degree in Early Childhood Education. Melissa has had classroom experience in child care and management since 2004. She firmly believes that early childhood experiences are the foundation on which a child will build their relationship with learning and school as they age and is dedicated to ensuring that children receive quality care and education.

## **Enrollment Procedures**

Enrollment at Little Legends is open to children from the age of six weeks to age twelve.

Parents and/or guardians can apply for enrollment of their child by calling East End United Community Center and arranging a tour. From there, parents and/or guardians can complete an enrollment packet. The enrollment packet consists of the following:

- Little Legends Enrollment Application
- Emergency Contact/Parental Consent Form
  - Will need renewed every six months or if any changes are made in regards to address, contact persons, or release of info.
- Minor (child) Photo Release Form
- Parental Agreement Form
- Child Health Report

- If parent and/or guardian does not wish to have your child get a flu shot or immunizations, there must be a signed document from PCP and parent and/or guardian stating that it is against religious belief.
- Immunizations and health report must be completed within the first thirty days from the child's start date in order to continue care.
- Child and Adult Care Food Program Child Enrollment Form
- Child and Adult Care Food Program Child Care Center Meal Benefit Income Eligibility Form

Parents are to notify program staff or director immediately if information collected at the time of enrollment or at any time thereafter changes. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit!

Initial enrollment is contingent upon receipt of the completed enrollment application, including the signed fee agreement and signed Parent Handbook receipt.

## **Procedures/Policies**

### **Inclusion Policy:**

Little Legends Daycare Program provides equal opportunity for children and staff, and does not discriminate based on race, color, sex, religion, nationality, creed, sexual orientation, marital status, age, or disability. If your child needs special accommodations (IEP, IFSP, minor food

allergies, hearing accessories etc.), please talk with our administrative staff/childcare director.

East End United Community center is also handicap accessible Little Legends also encourages cultural diversity (we are willing to provide translation services). Differing cultures are explored as part of our curriculum. If you would like to share any part of your culture with Little Legends, families are encouraged to bring items of clothing, educational books, and food items for our staff and enrolled children to explore (Examples include but are not limited to: Flamenco/Spanish music, paintings, Chinese lanterns, etc.).

#### Social and Emotional Developmental Information/Policy:

As part of our inclusion policy, we do accommodate children who receive early intervention services, IEP, IFSP, or special education services as listed above in our inclusion policy. If your child(ren) have an IEP or IFSP, the Little Legends director requests a copy of this document to build goals with families of how to appropriately work with your child(ren) in the classroom and at the center as a whole. At East End United Community Center, we work closely with CPP Behavioral Health Services. CPP Behavioral Health staff has equipped staff to work closely with children who may have an IEP or IFSP or who may need early intervention services. Little Legends administrative staff is able to sit in on meetings or appointments at the center or conference call in for an evaluation session but cannot make a referral for the parent and/or guardian. Please contact Little Legends staff for more information about mental health or behavioral/developmental services offered in the Uniontown area.

1. My child does/did \_\_\_ did not \_\_\_ receive early intervention services or Special Education Services (If so, please include a copy of the IFSP, or IEP, if applicable)

a. Diagnosis, if applicable: \_\_\_\_\_

b. I would like to have therapy services or referrals made by director of Little Legends Daycare Program.

No  Yes

2. When my child learns something new he/she:

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3. My child  plays well alone  does not like to be left alone.

4. My child  does  does not like a variety of textures.

5. My child  does  does not mind getting dirty or touching different surfaces.

6. My child  does  does not fall or trip easily.

7. Is there anything else we should know about your child's birth or developmental history?

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Religious and Celebration Policies:

care for your child. Confidential information about faculty, other parents and/or children **will not** be shared with parents, as Little Legends Daycare Program strives to protect everyone's right to privacy.

Outside of Little Legends Daycare Program, confidential and sensitive information about a child will only be shared when the parent of the child has been given express written consent, except where otherwise provided by the law. Parents will be provided with a document detailing the information that is to be shared outside of Little Legends, persons with whom the information will be shared, and the reason(s) for sharing the information.

## **Classrooms and Educational Programs Offered**

### **Infant to Young Toddler:**

The infant to young toddler program serves children from the age of eight weeks to eighteen months. The program is designed to promote feelings of belonging and the loving care which can help the infant grow and to develop to their full potential. In our infant to young toddler classrooms, we provide a creative and stimulating program which encourages visual, language, gross motor, and small motor experiences to enhance learning through their own natural curiosity.

### **Toddler:**

Our toddler program services children from eighteen months to thirty-six months. The toddler classrooms are designed to provide stimulating experiences for the children where they can

schedule. For requested schedule changes, Little Legends cannot guarantee hours, but will accommodate changes when possible.

Tuition fees are based on staff/child ratios and vary by classroom age group. If your child moves to a room with a lower or higher tuition fee, the new rate will not go into effect until the next billing period after your child is fully transitioned into his/her new classroom. A payment invoice will be given at the beginning of every month to ensure that payments are being made every Monday or on payment agreement set with director.

### **Signing Child(ren) 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. Little Legends utilizes ProCare, which is a data security and measurement program that tracks time and attendance for all children. There is a sign in and out sheet at the entrance of each Little Legends Daycare Program classroom.

It is important to keep records accurate as a monthly report is generated and sent to CCIS for attendance and billing purposes. Inaccurate attendance reporting can result in CCIS assistance. Parents are welcomed to stay briefly to help their child adjust to the group and to smooth the separation if the child is anxious about saying goodbye.

### **Absences, Appointments, and Early Pick-Ups**

Birthdays and holidays are celebrated at Little Legends Daycare Program. In respect for all families and their personal beliefs and values it is not mandatory requirement for children to participate.

#### Suspension and Expulsion:

Little Legends Daycare Program reserves the right to deny childcare services to families that violate the Enrollment Agreement and/or policies detailed in this handbook. At Little Legends, we believe that suspensions and expulsions of young children are not developmentally appropriate practices. Exclusionary practices, which disproportionately impact children of color, deprive children of valuable learning experiences and have a negative impact on children's development that extends into grade school and beyond. Eliminating all forms of exclusion is vital to preparing all children for success. Little Legends staff uses suspension and expulsion as a last resort and once all other practices of interventions are used. We do follow a strict discipline policy with every child which breaks down into a few categories: redirections, time out/time away, and behavioral assessments and referrals to behavioral health practices if the severity of the behavioral issue causes disruption to the classroom and their peers. For more information on our child discipline policy, please refer to page 24 and 25 of this handbook or in our enrollment application.

### **Confidentiality**

Within Little Legends Daycare Program, confidential and sensitive information will only be shared with employees who have a "need to know" in order to most appropriately and safely



learn through their own inquisitiveness. The emphasis during the toddler years is on building self-confidence and fostering the natural curiosity that toddlers possess.

Throughout their day at Little Legends Daycare Program, they will be able to enjoy the vast variety of play stations such as our kitchen area, dress up, building with blocks, and experiment with the sensory table. Art, music, and science activities are also introduced.

#### Pre-School:

Our educational pre-school program focuses on each child's social, emotional, intellectual, and physical development by offering concrete, hands-on activities for the child to explore. The preschool curriculum consists of age appropriate activities to engage each child in developmentally content areas of literacy, math, science, social studies, art, and technology.

Our skilled teachers and director prepare curriculum that is exciting and challenging while still meeting the individual needs of your child(ren). It allows for children to easy access to educational toys, books, and enables them to initiate and expand their autonomy and social wellbeing.

#### School Aged:

The purpose of the Little Legends School Aged Child Care program is to provide excellent childcare after school and full day programs during school vacations. Children K-12 years old are cared for in a safe, enjoyable, and supportive environment. The school aged program emphasizes on the social, emotional, physical, (fine and gross motor skills) and cognitive growth of the children while focusing on their individual talents and needs.

The school aged teachers do not just provide homework help, but are also dedicated to developing the spirit, mind, and body of youth through innovative and structured programming and learning projects.

## **Transition into Different Classrooms**

Children are assessed for class placement into the older classes by chronological ages and in the terms of their total development- social, physical, and emotional. Availability of an open place at a particular time that matches the enrollment days of the child being moved is also a determining factor. The classroom teacher is also consulted as to the readiness of the child. Parents will be notified and encouraged to set up a transitional conference with the new teacher and director to speak about transitioning process. The ages of transitional processing are as follows:

- Infant/Young Toddler Room: eight weeks to eighteen months (two months to a year and a half old)
- Young to Older Toddler Room Transition: Eighteen months to thirty-six months (A year and a half to two and a half years old)
- Older Toddler to Pre-School Transition: Thirty-six months to three years old.
- Pre-School: Three years old to kindergarten.
- School Aged: K-12

## Transition from School-Aged Daycare to Staying at Home Alone: How Do I Know If My Child Is Ready?

At Little Legends, we provide childcare/daycare services to children from 8 weeks old to 12 years old. There is no magical age that your child is ready to be home alone. However, there comes a time where a transitional process needs to take place due to Little Legend's age requirements. East End United Community Center offers a 21<sup>st</sup> Century Afterschool Program to children in grades 2-8. Middle school aged children who meet the cut off age of Little Legends Daycare and will be enrolling in the afterschool program meet from school dismissal time to 6 PM tentatively Monday through Thursday. As a parent or guardian, here are some basic questions to ask yourself when deciding if your child is ready to be home alone:

- Does your child desire to stay home alone and is not fearful being alone in your home?
- Exhibits good decision-making?
- Shows awareness of others and their surroundings?
- Proves to be responsible and trustworthy?
- Knows home address, phone number and how to get in touch with parents?
- Can make a snack?
- Knows how to use a phone, call a neighbor for help and dial 911?
- Follows simple rules and instructions?
- Knows basic first aid?

If you do not wish to enroll your child(ren) in our 21<sup>st</sup> Century Afterschool Program, our staff are educated and equipped with additional resources to keep your children involved in the

community after school hours or in the summer months. If there are any questions, please feel free to talk to East End United Community Center's or Little Legend's staff to learn more.

## **Assessment of Child Progress**

All age groups are assessed formally and informally to ensure that the teachers plan their curriculum goals and activities to support individualized learning. Our teachers observe, record, and document children's development, participation, and learning throughout the year. Our center uses a variety of methods such as observations, checklists, rating scales, and individually administered tests.

The assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement. When assessments identify concerns, appropriate follow-up, referral, or intervention will be put in place. Our formal assessments are done thirty days after initial enrollment and then twice a year (January and August). All of our assessments are kept in child portfolio/file which follow the child from group to group to show progress in social, cognitive, and motor skill development. This ensures that the child's developmental needs are met by our planned curriculum during the transitioning assessment and process. Once the formal assessments are completed, the head teacher and/or director will schedule a parent teacher conference to discuss developmental progress or needs.

## **Scheduling**

- If the parent/guardian makes prior arrangements with the provider/staff, the child may stay overtime at the following rate: \$10 for every 15 minutes late.
- If the parent/guardian has not made prior arrangements with the provider to arrive later than the above schedule the following rate will be charged: \$10 for every 15 minutes late.
- If a child is still in attendance at 6:00 pm and no parent contact has been made, the child's emergency contact will be called to pick up the child. If the emergency contact cannot be reached or is unable to pick-up the child by 6:00 pm, Social Services, CYS/CPS, and/or the Uniontown Police will be called to pick up the child.
  - **If a parent/guardian or designated pick-up person is not on time for pickup after three times, we will terminate care and no longer be able to provide care for your child/children. There is a potential for a probationary/time off period where your child/children cannot come to daycare for an allotted amount of time due to the consistent late pickups. Director will assess late pickup protocols on a case to case basis.**

## **Financial Policies**

### Agreements and Withdrawals:

Upon enrollment, you will complete an application process, attend an orientation, and review this handbook. Your scheduled hours are purchased and reserved for your child. We ask you to provide two weeks written notice to terminate care and one week to adjust your childcare

In order to staff according to your scheduling needs, and to avoid discontinuity of care, please complete and submit a weekly schedule. They are due on Wednesday for the following week. If the child(ren)'s schedule is consistent, please notify staff when there is a change in schedule as soon as possible. Our hours and days of operation are Monday through Friday 8:30 AM – 5:45 PM. If parent and/or guardian is late for pick-up past scheduled time, a late fee will be added to daily tuition payment. Also, if child/children are more than one hour late past given arrival time without notifying staff or director in sufficient time, we will send child/children home due to staffing purposes. Although we understand emergencies happen that may result in your child/children being late for arrival or pick-up, please be courteous to our daycare staff and understand that scheduling is also impacted when there are occurrences like these.

**You are required to pay for your scheduled days regardless if your children attend or not as we are still required to schedule the appropriate number of staff per state and federal regulations.**

### **Tentative Daily Schedule**

Naps – Infants through Pre-K classrooms have a designated quiet time each afternoon.

Children, who do not fall asleep, lay on cots or read quietly. Families provide a blanket and/or pillow with the child's name or initials to use during nap. The facility will provide a sanitized cot or crib for each child. All children should remove shoes while napping and place them in the appropriate bin area in case an emergency arises.

Meals/Snacks- For children in the mobile infants, toddlers, pre-k, and school aged classrooms, the Care for Child Nutrition Program provides a nutritious breakfast (approximately 8:00 AM),

morning snack (approximately 10:30 AM), lunch (approximately 11:45 AM), and afternoon snack (approximately 3:30 PM). Food is prepared in the on-site kitchen, and weekly menus are posted and distributed. Accommodation may be made for food allergies, vegetarians, and other special diets when needed. Please see meals section for further information.

Outdoor Play- Children spend some time outside daily, weather permitting. It is important for children to get fresh air and to engage in large motor activities. Please see clothing and inclement weather sections for further information of outdoor play!

Toilet Training- Together, you and your child's teachers will develop a plan for supporting each other in the toilet training process. However, we do not begin toilet training assistance until parent/guardian notifies teachers and directors. Our hope is that all children are potty trained before moving into the older toddler/pre-K room.

## **Rates and Payments**

Payments are due every Monday. If payment is not given on Monday, a \$25.00 late fee will be added. Non-payments are grounds for immediate dismissal from program. If you anticipate difficulty to make payments on time, please discuss matter with program director immediately.

All custodial parents and/or guardians are required to sign a Fee Agreement given at time of enrollment of their child(ren) in the Little Legends Daycare Program. Custodial parents and/or legal guardians are required to indicate to whom all billing information and correspondence is to be addressed.

Cash, check, or money order may pay tuition. All payments must be handed to the front desk receptionist, daycare director, or executive director. Payments are tax deductible, so please make sure you receive a payment receipt every time a payment is made. There will be a \$36.00 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents and/or guardians are responsible for re-issuing a second check. If any future returns are issued, parents and/or guardians will then be required to make cash, certified check, or money order payment.

Little Legends does accept childcare subsidies. Subsidized children must have the case manager call before they start care and we follow our contractually obligation with CCIS and require parents to pay their co-pay by Monday or we must report non-payments to the CCIS office, resulting in discontinuity of care. Parents of a subsidized child must complete all required paperwork on time to continue in the enrollment process at Little Legends Daycare Program. The parent is also required to sign Fee Agreement form given at time of enrollment in the event that they become ineligible to receive childcare subsidies.



There is a minimum of two day care per week.

A full day is anything requiring five or more hours of care. A half day is anything requiring four hours and fifty-nine minutes of care or less a day.

While Little Legends is open for non-traditional hours, the expected length of care is to be no longer than eight hours a day. CCIS subsidized care has a limit of ten hours a day. Overtime and late fee rates will be added to childcare bill before and after the hours of 8:30 AM and 5:30 PM

Daycare Tuition is as follows:

Infants (6 weeks to 12 months): Full day \$43.00/Half day \$36.00

Young Toddlers (13 months to 24 months): Full day \$40.20/Half day \$20.30

Older Toddlers (25 months to 36 months): Full day \$40.00/Half day \$20.30

Preschool Age (3 years to 5 years): Full Day \$38.00/Half day \$19.20

School Age (5 years to 12 years): Full Day \$36.00/ Half day \$16.20

Older School Age (12 years to 15 years): Full Day \$36.00/ Half day \$16.20

Children requiring care for longer than eight and a half hours a day will be charged an additional late fee, on top of their daily fee, as follows:

Overtime/late pickup will be considered drop-off before 6:00 am and pick-up after 6:30 pm.

The clock by the sign-in form will be official timekeeper.

If you and your child(ren) are running a little late, and/or are not going to make it in that day, please call and notify staff as soon as possible.

If your child is not going to be in attendance at program due to illness, please notify staff if illness is contagious so precautionary disinfectant measures can be taken. To be cleared by a pediatrician for group care, we need:

- The child to be seen by a doctor.
  - A note from the doctor stating a diagnosis, that the child is not contagious, and the date that the child may return to group care.

## **Holidays, Vacations, and Inclement Weather**

Little Legends is closed for some holidays throughout the calendar year. You will be provided significant notice prior to the closure for the day.

In the event of inclement weather, Little Legends Daycare and East End United Community Center will make every attempt to open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such action. **Families should tune into WNBS for closure information. If it is not posted by 6:00 AM, then the center will be open.**

If the center is open, but because of severe weather and/or road conditions, administration will determine if Little Legends Daycare and East End United Community Center decides to close early, families will be notified by telephone. We will make every effort to remain open for

working parents; however, if we find it necessary to close, we will not credit or discount tuition fees.

## **Meals**

Little Legends Daycare Program participates in the CACFP program. They provide nutritious breakfasts, lunches, and dinners for all the children in our care. They are also provided with a morning, afternoon, and evening snack. Parents are asked to fill out a CACFP form upon enrollment to help the center meet the requirements for the program. Help is available if you have any questions, comments, or concerns regarding the food program.

If your child has a special mealtime requirement or food allergies, please let staff know as soon as possible so that we can do our best to accommodate you and your family.

You are not required to send food in with your child, but if you do, please let staff know. Also, please send food in a sealed container, lunch box, or other form of containment to avoid spills or forgetting items at end of day.

## **Clothing**

**All children need two sets of clothing (shirt, underwear, pants/shorts, socks, and/or jacket) to be kept at the center in their cubbies; EVEN FOR THE OLDEST CHILDREN.**

**\*All clothes should be labeled with child initials to facilitate dressing and reduce loss.**

Children play hard and need to be comfortable. We ask that children be dressed in clothes suitable for the many art, playground, and climbing activities throughout their day at Little Legends.

Cold weather does not necessarily keep us indoors! Please be sure that children have necessary mittens, sweaters, hats, etc., appropriate for the day's weather changes.

Hot, wet snowshoes, for health reasons, need to be replaced with indoor shoes. Sneaker or rubber-soled shoes are required for safe play; an extra pair may be left in the child's cubby and teachers will gladly help with the changes.

During the summer months, children are encouraged to participate in water and sand play.

Parents/guardians are asked to provide swimsuits or an outfit that can get wet, sunblock, and water appropriate shoes.

### **What Do I Need to Send in Daily with My Child?**

A stuffed animal or doll may ease the transition from home and comfort the child feeling anxious; please be sure these items are "soft cuddliest". A book or cassette to share with the whole class is always welcome. It is recommended that other toys be left in the car or at home, so as not to be lost, broken, or envied by others.

Individual containers/cubbies will be available for each child so that items can be left at the center. Please label all belongings with child initials.

#### **Infants**

- Disposable diapers and diaper wipes

- Bibs
- Baby cereal
- Ready to feed formula or breast milk
- 6 bottles
- Two sets of extra clothes/outfits
- Pacifiers, if used
- Blanket

#### Toddlers

- Disposable diapers and wipes
- Two sets of extra clothes/outfits including shoes for inside and outside
- Minimum of two sippy cups, if used
- Blanket for naptime

#### Preschoolers

- Two sets of extra clothes/outfits including shoes for inside and outside
- Blanket for naptime

#### School Aged

- Two sets of extra clothes/outfits including shoes for inside and outside

### **Health and Wellness Policies**

Little Legends Daycare and Preschool is in state compliance with the Caring for Our Children handbook. If you would like to view and read over the document please ask the childcare director for further information. A complete physical examination is required by state law. It must be within thirty days prior to enrollment if the child is over six months old and within fifteen days if the child is under six months old. An updated physical is required yearly on the expiration date of the current physical.

Your child's care will be discontinued if their physical has expired until an updated physical had been submitted.

## Medication Policy

Little Legends Daycare staff are not authorized to administer any physician prescribed medications to enrolled children. Staff are permitted to administer only over the counter topical ointments, sunscreen lotion, and topical insect repellent within written parental consent.

Make sure your child's physician is aware of Little Legends Daycare Policy before prescribing any medications. Exemptions for children with chronic and acute conditions will be considered on a case by case basis by administrative personnel at East End United Community Center, whose recommendation and decision are final. Signed documentation by the child's physician along with written parental consent to administer is required. An update by physician and parent is also required every six months. Failure to comply with the policies will result in suspension of childcare services.

## In Case of Injury

Basic first aid will be performed. In the event of a serious injury, a parent will be notified. If the parents are not available, the emergency numbers on the child's emergency card will be contacted. If the person(s) cannot be reached, the child will be taken to Uniontown Hospital Emergency Room, unless the parent has designated a different emergency plan.

All of our staff members are trained in CPR/First Aid and are able to handle injuries and emergencies should they occur. An Accident/Incident Report is completed and will be given to parent/guardian if an injury occurs.

## If Your Child Becomes Ill at the Center

If your child becomes ill while at the center, we will call you; if you cannot be reached your emergency contacts will be notified and asked to pick up your child. Please ensure that emergency contacts are aware that they have been listed on your emergency contact list.

Please be sure to notify us the very day your work phone number changes, so that you are most efficiently reached. Children with contagious illnesses need to be picked up within a reasonable amount of time to limit their exposure to the other children.

Your child must be fever free for 24 hours and have a doctor's note in order to return to the center for care after being sent home for an illness.

## When Should I Keep My Child Home?

The health policy of Little Legends Daycare Program is designated to best meet the needs of your child, other children, parents, and staff members. No policy will eliminate the problem of illness endemic to group care – especially of young children – no policy will satisfy all the populations the center serves, and no policy can eliminate the element of subjective judgement inherent to individual situations. Center health policies may differ from your child’s pediatrician’s opinion.

In all situations, Little Legend’s health and wellness policy will override your doctor’s recommendation.

### **Daily Health Check**

Staff will perform a daily health check on each child upon drop off every morning. The daily check will examine whether the child has:

- A fever or elevated body temperature of 100 degrees
- Skin rashes or unusual spots
- Signs/symptoms of disease including severe coughing, sneezing, breathing difficulty, discharge from the nose, ears or eyes, diarrhea, or vomiting.

Should any of these symptoms present themselves, the child will be sent home until a medical evaluation allows for their return.

A doctor’s note must be submitted stating that the child is not contagious and indicating the date that they can return to daycare.



In order to minimize the spread of illness among children, it is important that parents have arrangements available for alternative care whenever your child shows signs of illness.

The following symptoms will necessitate exclusion from the center:

- **Fevers (temperatures above 99.9 degrees a parent, guardian, or emergency contact will be called to pick up child/children from Little Legends Daycare).**
- Extreme coughing
- Severe colds or flu-like symptoms (coughing, runny nose, etc)
- Diarrhea (must be free of diarrhea for 24 hours before returning to center)
- Vomiting (must not vomit after one meal within 24 hours of first episode resulting in being sent home)
- Rashes (must be physician diagnosed for a child to return or to be in center)
- Mouth sores
- Conjunctivitis/Pink Eye (Can return after 24 hours of being on prescribed medication for illness)
- Teething
  - **Teething is not a reason for exclusion. Teething can cause low grade fever (under 100 degrees), crankiness, loose bowel movements, and a clear, runny nose. Teething does not cause the exclusionary conditions described above.**
- Symptoms of contagious childhood disease (pink eye, chicken pox, impetigo, head lice/bed bugs, bronchiolitis, strep throat, etc.)

- Signs of possible severe illness (unusual lethargy, undefined irritability, persistent discomfort crying, and/or difficulty breathing)

**Please make sure that you have back up care in case of emergency, illness, or closure of the center. Make sure all contact information is updated frequently as needed.**

## **Emergency Preparedness**

In the event that the children would be safer remaining indoors, we would shelter them inside East End United Community Center. If our building was not considered to be a safe place for the children, we would relocate to a designated space. We will post a sign on the door to the center advising you of our locations.

Next, we would begin calling parents to advise them of our location and to request that the children be picked up as quickly and safely as possible. For cases where parents cannot be reached, we would begin to call your emergency contact numbers.

## **Parent Involvement**

Little Legends is focused on the child, while providing a supportive environment for both parents and teachers. Your involvement is both welcomed and encouraged. We keep you informed of classroom and community center activities through daily report forms and newsletters. There are also bulletin boards throughout the center that have special notices for

parents. Please know that you are welcome to stop by and visit the center at any time. You may also be asked to participate or assist with special classroom activities.

#### Parent Teacher Conferences:

Parent-teacher conferences are held at least once a year for all ages. This allows both of us the opportunity to share important information regarding your child(ren) and the program. In addition, conferences may be held at any time throughout the year, at either the request of the parent or the teacher/director. Program wide parent meetings will be held at various times of the year – these will include important program updates, social events, as well as educational events. These meetings will be announced with significant time to make any arrangements needed to parent and teacher/director schedules.

### **Discipline Policy**

Little Legends Daycare Program staff members are absolutely not permitted to use any form of physical punishment, including spanking. Staff members may not single out a child for ridicule, threaten harm to the child or the child's family and may not specifically aim to degrade a child or a child's family. They may not use harsh, demeaning or abusive language in the presence of children. We use the following disciplinary techniques where they are age appropriate:

- Giving Choices
- Problem Solving
- Natural and Logical Consequences

- Ignoring
- Redirecting
- Time Out

Discipline does not mean punishment. Discipline is teaching a child how to be safe, how to behave on his/her own and how to know the difference between right and wrong. The staff will use praise and positive methods of discipline and guidance to encourage self-expression and self-direction of the child at the program. The limits may be set at times in order to keep children from losing control of causing harm to themselves or others. Time Out is only one way to handle a situation and allows the children to regain control of his/her actions and feelings. Time away from the group will not exceed the following schedule. A timer will be used. This method is our LAST action if none of the others work successfully.

- Toddlers: 30 seconds to 2 minutes
- Preschoolers: 3 to 5 minutes
- School-age: 5 to 10 minutes

Positive ways to channel children's emotions and handling misbehavior include:

- Redirect negative behavior to an acceptable activity by gently encouraging the child to change activities.
- Ignoring the behavior.
- Help children understand consequences to behavior.

- Limit choices.
- Use humor.
- Use the resources available at the Program or Ask for assistance with specific situations you are uncomfortable handling.

Remember never to humiliate, frighten or abuse a child. Respect their feelings and let them know whatever they are feeling is okay – but it is the way they express it that we want to help them control. Let the children know your feelings. Tell them you are not upset with them, but with their actions. Communicate with the children and model positive behaviors for them to imitate. Make sure what you are asking the children are appropriate for their developmental level. Make sure all classroom rules are clear and understood at their level.

### **Biting Policy**

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a day care, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

**When Biting Does Occur:**

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

**For the child that was bitten:**

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. An incident report form is filled out documenting the incident. Parent receives top copy and another two copies will be put in the child's file and incident report booklet stored for proper documentation.

**For the child that bit:**

1. The teacher will calmly redirect the child and explain that biting will not be tolerated.
2. The child will be placed in time out for no longer than the child's age (one year old, one minute).
3. The parents are notified.
4. An incident report form is filled out documenting the incident.

5. Parent receives top copy and another two copies will be put in the child's file and incident report booklet stored for proper documentation.

**When Biting Continues:**

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

**When biting becomes excessive:**

1. If a child inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised, or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised, or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If a child once again inflicts 3 bites in a one-week period (5 weekdays) in which the skin

of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

If a child bites twice in a 4-hour period, the child will be required to be picked up from day care for the remainder of the day. This will not count towards the 2-day suspension.

#### Other Disruptive and/or Problem Behaviors

The safety and welfare of all the children at our center are very important to us. While the staff will make every effort to work with children and their parents to promote appropriate behaviors, there are situations when additional action may become necessary.

Initial meeting: If a child's extreme, uncontrollable behavior, continues to physically or emotionally endanger staff or other children at the center, a parent meeting will be requested by the daycare director and executive director. The problem behavior will be discussed and recorded, and behavioral goals for correction will be established.

Second meeting: If, after a predetermined time frame, the initial goals for changing the child's behavior fail, a second meeting will be requested by the daycare director and the executive director. The behavior correction goals will be discussed again and a new behavior plan will be defined.