

PARENT HANDBOOK

Cedar Ridge School District Early Childhood

2022-2023

Cedar Ridge Early Childhood
Before & After Care Special
Services

The Timberwolf Pups



Table of Contents

How to Contact Us	3
School Calendar	4
Foreward	5
Early Childhood Mission Statement	5
Enrollment	5
Fees	6
Withdrawl	7
Attendance Policy for ABC	7
Attendance Policy for Non-ABC	8
Tardy Policy	8
Overtime Charges	8
Returned Checks	8
Health Policies	9-10
Health Insurance	10
Personal Supplies	10
Information Charts	10-11
Illnesses	11-12
Medication	12
Medication Release Form Sample	12
Drop Off & Pick Up Procedures	13
Miscellaneous Policies	13-15
Screening for Special Services	15
Behavior Guidance Policy	15
Biting Policy	16
Abuse/Neglect	16
Transportation Policy	16
Inclement Weather Policy	17
Handbook Return Page	18

Cedar Ridge Early Childhood

How To Contact Us

**Lori Goings Preschool Director
Latoshia Carroll Assistant Director**

Cedar Ridge Early Childhood Center

- Office Hours: 8:00 a.m. to 4:00 p.m.
- Office Phone: (870) 201-2577 (ext 7102)
- Email: lori.goings@cedarwolves.org
- Cell Phone: (870) 799-9140

Childhood Speech, Vision, and Development

- Northcentral Arkansas Education Service Center
Phone: (870) 368-7955
- Jumping Jelly Beans Service

Superintendent of Schools

**Mrs. Tracey Owens
870-201-2577**

2022-2023 Cedar Ridge Early Childhood Center Calendar

Wednesday, August 3	Required Professional Development
Monday, August 15	Required Professional Development
Monday, August 22	First Day of School - Begin First Quarter
Monday, September 5	Labor Day - NO SCHOOL
Monday, September 26	Parent Teacher Conference - ABC - 3 p.m. - 6 p.m.
Tuesday, September 27	Parent Teacher Conference - ABC - 3 p.m. - 6 p.m.
November 23 - 25	Thanksgiving Break
December 22 - 26	Christmas Break
December 30 - January 2	New Year's Break
Tuesday, January 3	School Resumes
Monday, February 6	Parent Teacher Conference - ABC - 3 p.m. - 6 p.m.
Tuesday, February 7	Parent Teacher Conference - ABC - 3 p.m. - 6 p.m.
Monday, February 20	NO SCHOOL
March 23-24	Spring Break
May 26	Last Day of School for PreK
May 30-31	Make Up Days if Needed
June 1-2 and June 5	Make Up Days if Needed

If necessary, the superintendent may amend the calendar due to weather, 178 student days, 2PTC days, 9 PD days (all 9 days of PD are required contract days), and 1 embedded day of PD (conducted throughout the school year by director), days not completed will be subtracted from the teacher's salary.

Foreword

It is a pleasure to welcome you to Cedar Ridge Early Childhood.

This handbook was developed to answer many of your questions that may relate to our services or the welfare of your child. We encourage you to study this handbook and become familiar with our policies and facilities. Please feel free to direct unanswered questions to any member of our staff.

The primary goal of Cedar Ridge Early Childhood is to serve the children and families of our communities by offering a nurturing and stimulating environment for young children.

Early Childhood Mission Statement

Cedar Ridge Early Childhood, with educators and parents working together, will provide a quality, nurturing, developmentally appropriate, learning environment for young children.

In a way that:

- Creates a safe, secure, positive, and nurturing environment for children and families.
- Encourages self confidence, awareness, discovery, and excitement for all learners.
- Establishes a strong academic foundation and sets the stage for lifelong learning.
- Consistently is child oriented, child directed and teacher facilitated.
- Builds collaborative, on-going communication among parents, schools, educators and the community.

So that:

Children develop a “yearn to learn” in a safe, secure, nurturing environment in which parents and caregivers share in each child’s educational preschool experience.

It is our sincere wish that the time spent at Cedar Ridge will be both productive and beneficial for your child. Cedar Ridge Early Childhood strives to create a “family” atmosphere in all our programs. We hope you feel comfortable and welcomed at all times. Please share your suggestions with us as to how we can improve our services to you and your child.

Enrollment

Children will be enrolled in the centers according to availability of openings. If no openings are available, the child is placed on a waiting list and notified as soon as an opening is available. Openings in the ABC program are filled as they occur. Applications are considered and ranked according to need in a blind screening process.

Once notified of available space in the center, several forms must be completed and turned into the center. These forms include an up-to-date immunization record, household proof of income, physical assessment of each child, Social Security card, birth certificate (not a hospital certificate), Child Data Sheet, Lunch Application, and Emergency Information Card.

No ABC slots will be assigned until all required forms are completed. Parents will be charged the full rate for care until all ABC forms are on file. These items must be on file in order for enrollment to be complete. A member of the staff will review the center’s policies with a parent/guardian of the child.

The return page must be signed and dated. Both parties (the center and the parent/guardian) will receive a signed copy to keep on file.

Infants and Toddlers that are not ABC must have a birth certificate; current immunization record; copy of social security card; lunch application and an Emergency Information Card on file **before** the child may be left in the center.

Fees

Infants	\$125/week
Toddlers	\$95/week
Preschool	\$85/week
Before School	\$2.50/hour
After School	\$2.50/hour
Part Time Preschool	\$17/day

Summer care will be offered for all age groups as long as there are enough children enrolled to pay the staff (5 infants, 7 toddlers, and 8 preschool) or at the discretion of the board.

In the instance preschool is closed but daycare is open for infants/toddlers, the parent of the infant/toddler will not be charged that week for the infant/toddler if a parent has to stay home because preschool is closed.

The preschool day will coincide with the elementary schools. A discount of \$5.00 per week will be allowed for each paid child in one family beginning with the second child. If the sibling is ABC, the discount does not apply. Each child must attend full time in order to receive this discount. Cedar Ridge Early Childhood accepts children who do not qualify for ABC. These parents pay tuition of \$85.00 per week. Cedar Ridge Early Childhood accepts voucher pay.

Children will be granted a one-week 'vacation' per year in which no payment is required if the child is not in attendance for that one week. The 'vacation' may be for a family vacation, extended illness of the child, etc. The 'vacation' must be arranged by the director and will be five consecutive days.

This is a non-profit program: therefore, prompt payment is essential to its success. Payments are due in full each Monday for the child's care that week. If a parent/guardian is two weeks late on payments, the parent/guardian will be notified of the child's loss of space at the center due to non-payment unless prior arrangements are made. A child may be re-enrolled when the amount owed has been paid as long as there is an open slot. The child's slot will not be held without payment.

The center will contract the paid slots with the parents. **Payment is required at the beginning of each week. The full amount is due whether the child will be present or not, unless the week includes a day (or days) that the center will be closed due to a holiday or 'vacation'.**

Those parents who receive services from the Department of Human Services and other low income families may be eligible for assistance with child care expenses. For information, see the director.

There is no charge for meals and snacks since these services are included in the weekly fee. However, all children must have a meal reimbursement form completed and signed by a parent/guardian. This is necessary for us to request reimbursement for food.

The Cedar Ridge Early Childhood Centers are funded in part by the Arkansas Better Chance (ABC) Program and the Arkansas Better Chance for School Success Program. These programs are for qualifying 3 and 4 year old children. These children are served at no charge from 8:00 a.m. until the end of the elementary school day. The ABC rules and regulations state that "eligible children shall have at least one of the following characteristics: 1) Low income level of parent, 2) Low parental educational level, 3) Low birth weight, 4) Teenage parent household, 5) Substance abuse/addiction, 6) Abuse or neglect, 7) Developmental or Speech delay."

ABCSS Children qualify based solely on income at 250% of poverty level. Children may receive a partial ABCSS slot. These children will pay tuition on a sliding scale based on income. Children may also qualify for childcare under the voucher program.

ABC qualified children will be charged \$2.50 per hour (billable in half-hour increments) for overtime hours before 7:45 a.m. and after the end of the elementary school day. Low income families may qualify for assistance for these before/after school charges through the voucher program.

Withdrawal from Program

Please notify the Center as soon as possible prior to withdrawal from the program. Failure to notify us prevents another child from attending during this time.

Attendance Policy for ABC

The programs at the Cedar Ridge Early Childhood Centers are carefully planned so instruction will provide the maximum amount of learning for your child. In order to meet our program goals, we encourage the maximum attendance possible for each child enrolled in our program. A waiting list is maintained to ensure that each opening is filled at all times. ABC and ABCSS openings are filled by a committee made up of Early Childhood staff and parents. It is the intent of this committee to fill the openings from the waiting list with the child or children for which the greatest need has been shown. Each parent/guardian must sign a form stating that they agree to abide by the attendance policy in order for their child to be enrolled in the Early Childhood Program.

Absences:

Absences are to be for legitimate reasons only:

- 1) personal or family illness
- 2) death in the family
- 3) personal or family emergencies
- 4) court appearances
- 5) professional appointments
- 6) other reasons, if approval from the director is obtained in advance

PARENTS MUST PROVIDE A NOTE EXPLAINING ABSENCES!

When a student has been absent, it is the responsibility of the parent to notify the center to let the center know why his or her child is absent. If a child is absent five days in a row without the Center being notified, or if a child misses more than 20% of the time, the child may be dropped and that slot filled from the waiting list. The child that was dropped may be added to the bottom of the waiting list. The parent should call by 7:00 a.m. on the day the child is going to be absent. If a child is absent five days in a row without the Center being notified, the child may be dropped.

Accepted Documentations of Absences

- 1) Note signed by parent or guardian (good for first five absences only). Please turn in a signed note without having to be asked.
- 2) Note or receipt from a doctor's office

Attendance Policy for Non-ABC

Parents will be charged for five days per week whether the child is present or not if the center is open. ***Children on the voucher program may have seven absences.*** After seven days, the voucher will not pay and parents will be required to pay the full amount.

If your child will be late, please call the center by 9:00 to have him/her added to the lunch count.

Tardy Policy

For each child enrolled, ABC programs shall provide a minimum of 7 hours per day, 178 days per year for instruction. If your child is enrolled in the ABC program, he/she is required to arrive at school on time. Your child will be counted tardy if he/she arrives after 9:00 am. If your child is tardy 5 times within a 9 week period, it will be counted as an unexcused absence. After 10 unexcused absences and prior approval from the ABC program data specialist, your child may be dismissed from the program. If your child is tardy due to a doctor, dentist, or other type of appointment, please get a note so it will not be counted against your child's attendance.

Overtime Charges

Children must be picked up promptly by 5:00 p.m. or an extra fee will be charged. Late parents will be charged \$3.00 per minute. **NO EXCEPTIONS will be made concerning the late charge. The late fee must be paid in full no later than the next regular payment date.**

The centers realize that emergencies do occur. However, parents should call and make arrangements to have the child picked up by 5:30 p.m. by someone else when it becomes obvious that the parent will be late.

Returned Checks

If any center receives two returned checks due to insufficient funds, cash payments will be required from that time on. A \$25.00 returned check fee will be charged for each occurrence.

Health Policies

1) **Illness**

Please do not send your child to the Center if he/she is ill. Outside play is an important part of the ABC curriculum. If your child is too sick to play outside, he/she is probably too sick to attend school. This is for the well-being of your child as well as others. A child must be FREE of symptoms (fever, etc.) before being returned to the Center. There will be no exceptions to this rule. An informal health check will be made daily by the staff as each child arrives. The child will not be allowed to stay if fever or other symptoms of illness are present. A child should not be brought to the Center if he/she has taken a fever reducing medication prior to leaving home.

If the child becomes ill while under our care, the parents will be contacted. If the child leaves school, he/she may not return until free of symptoms.

2) **Allergies**

Should your child suffer from any food allergies a note from your healthcare provider is required. The children are given milk and dairy products as a basic food group and your child is required by state regulations to be offered these products unless we have written notification from a health care provider stating the child has allergies and must not be given these products.

3) **Medication**

Written permission is required from a health care provider with the instructions for administering any medication. All medication should be brought into the facility by the parent/guardian and given directly to the facility staff. PLEASE DO NOT SEND IT IN WITH A CHILD. *Medication must be in the original container and must have been prescribed in the child's name.* In most instances, medication should not be sent to the center unless it is given three or more times daily.

Medication bought "over the counter" must also have a health care provider's prescription label. The Center will store all medicines in a locked cabinet out of reach of children.

4) **Emergencies**

Should a child require emergency treatment, the parents will be contacted as soon as possible after the emergency is under control. If necessary, the child will be taken to the doctor/hospital listed on the child's emergency card. A staff member or the school nurse will stay with the child until the parent arrives.

Emergency phone numbers must be current and more than one emergency number must be provided on the emergency card.

5) **"No Nit Policy"**

If a child does have head lice, he/she must be sent home to be treated and when there are no more nits in the hair he/she may come back to school. Two nights are allowed for the nit removal.

This is to prevent re-infestation of that child and the spread of head lice to other children. Cost is reduced in time and money to parents, and will result in happier children, parents and teachers.

The day a child is found to have head lice or nits; he/she must be treated with head lice medicated shampoo such as NIX or RID, etc. A cream rinse called CLEAR can be used to help with easier nit removal. When the child returns to school the next day *he/she must*

bring proof of treatment (box top label). If nits are still present in the hair and the child brought proof of treatment, the child may stay in school that day. (If live lice are found, the child will be sent home.) After the second night of nit removal, if the child comes back to school and nits are found, he/she must go home and remove the nits before returning to school. Nit removal should be done quickly to keep days absent to a minimum.

Upon returning to school the child will first visit the office for an examination. If found to be clear, the child may remain at school. If nits are still found the parents will be called to remove the child until all evidence is cleared and the child is given a note of clearance by the county health department or physician.

Early identification, proper treatment of the hair, cleaning of the home, clothing and the school are crucial to getting rid of head lice quickly and to keep it from reappearing.

Health Insurance

The Center does not carry medical/accident insurance on the children. If a child is injured at the center, the costs are the responsibility of the parent/guardian. We ask for a copy of your child's health insurance card for emergencies. If your child has no health coverage we must have proof that we have given you an application for AR Kids health coverage from the state of Arkansas.

Personal Supplies

Each child will be provided a "cubby" in which to store personal belongings. Parents should keep a change of clothing in a plastic bag in this cubby at all times for young children. The cubby should be checked daily for artwork, notes, and to remove soiled clothing. (Children are proud of their work! They love to have it displayed at home on the wall or the refrigerator.)

Information Charts

1. Attendance Charts

The parent/guardian is to sign the child in and out every day. The correct time must be written on the form. Please use the clock above the sign-in book. It is a good idea to compare your watch to the clock occasionally to prevent any overtime charges. Attendance will be taken by office staff of children in the after-school program immediately at the close of the regular school day. Parents will sign their child out of the Center at pick-up.

For the child's protection, the parent will supply the Center the names of a limited number of people permitted to pick up their child. Parents will need to notify the Center in advance if someone else (other than those on the list) will be picking up their child. Otherwise, they will not be permitted to take the child from the premises.

2. Daily Information

Pockets are provided for each child and for staff members. Staff members or parents may use them to provide information about a child or about important happenings in the child's day. Examples of information the parent might provide include: The child was up extra late last night; the child's grandparent is very ill; there was a death in the family; the child has been exposed to chickenpox, etc. Examples of information the staff might provide include: Your child did not

behave as usual today, did not talk or eat as usual, seems to be constipated, fell and scratched a knee, etc. If used properly, these pockets can help provide better care for each child.

3. Medication Chart

This chart will be used for the parent to provide staff with necessary information for administering prescription medication for the child and written permission to do so. The chart must be signed by the parent each day the child is to be given the medication.

4. Accident/Incident Report

Your child will be fully supervised at all times and it is our wish that children never get hurt. However, we know that all children are prone to accidents. Luckily, most accidents only require a Band-Aid with extra hugs and kisses. An Accident/Incident Report will be completed for all accidents. The parent/guardian shall receive a copy of the report on the day of the incident and a copy will be kept on file for licensing review. These reports are available for parent review.

Center's Policies on Illness

Inform the staff if your child has been exposed to any contagious diseases. Keep your child at home, if he/she develops any of the following symptoms:

Diarrhea	Increased number of watery stools.(Three or more in a 24-hr.period)
Vomiting	Vomiting on two or more occasions within the past 24 hrs.
Rash	Body rashes, not obviously associated with diapering, heat or allergic reactions to medicine. Many communicable diseases have body rashes, such as chicken pox, measles, rubella (German measles), impetigo and some streptococci infections. Often a nurse or doctor is needed to diagnose communicable from non-communicable disease rashes.
Drainage from the Eye	Thick mucus and pus draining from the eye.
Appearance/Behavior	Unusually tired, pale, lack of appetite, difficult to wake, confused, irritable
Sore Throat	Sore throat if associated with fever or swollen glands in the neck
Difficult or Rapid Breathing	
Severe Coughing	Child gets red or blue in the face or makes a high-pitched croupy or whooping sound after coughing.
Yellowish Skin or Eyes	
Infected Skin Patches	
Unusually Dark or Tea-Colored Urine	
Gray or White Stools	
Headache or Stiff Neck	
Severe Itching and Scratching of Body of Scalp	
Fever	A temperature of 100 degrees F or above. Do not give a fever reducing medicine to a child prior to coming to the Center.

The child must be kept away from the Center until symptoms are no longer present or until your child's physician decides he/she can return to the Center without danger to himself or the other children or staff. A physician should provide written notice for a child to return to school whenever possible.

Bringing a child with any of these symptoms to the centers may cause other children or staff members to get sick. **If ALL parents keep sick children at home, everyone's children will be healthier. This will mean fewer lost work days and fewer illnesses for parents too!**

Your understanding and cooperation in carrying out these policies are of the utmost importance in determining the success of this program. If you have any questions regarding these policies, please feel free to speak with the staff (or Lori Goings at 799-3546).

If a problem arises, please discuss it first with the staff member directly involved. If a solution is not agreed upon, arrange a conference with the Director.

Medication Policy

Guidelines

1. The medication must be in the original container with the child's name on the prescription. (Most pharmacists will provide an extra bottle upon request.)
2. No medication to be given three (3) times daily or less will be administered at the centers.
3. The consent form must be signed before any medication will be given to the Centers.
4. Medication and Medication Administration Release Forms must be placed in a staff member's hand. **Do not leave them at the sign-in station.**

Medication Administration Release Form

Sample. You do not need to remove this page from your handbook. Each center has these by the sign-in area if you need to leave medication.

To the Early Childhood Director:

I request that you give medication to my child during the day in accordance with Board policy printed below. You are authorized to delegate this authority to another person if so desired. I will not hold the school staff responsible for any undesired reaction which may occur from the medication.

I agree to pay for ambulance services, if used, to transport my child from school to the doctor or hospital should he/she have a reaction to the medication.

Parent's Signature _____

Child's Name _____

Name of Medication _____

Dosage _____ Time to be given _____

For treatment of the following illness _____

In case of Emergency Call _____

Phone Number _____

Drop Off and Pick Up Procedures

For the ease of operation and for your child's safety, please follow these guidelines:

1. Please walk your child into the Center.
2. Sign the "Sign-in/Sign-Out" sheet. Siblings may not sign children in to the centers.
3. Sign the medicine sheet and give medicine to the staff member in charge, if applicable
4. Inform the teacher or director of any needed information.
5. Inform the person in charge if someone else is to pick up your child. Please record this information on the information sheet. This information should be conveyed in person, not over the phone. In an emergency, the Center will allow you to call in the "pick-up" information one time only. However, the person picking up your child needs to be added to your child's emergency card as soon as possible. Please keep the emergency card updated.
6. The person picking up your child may be asked to show identification.
7. If there has been no notification about a new "pick- up" person, WE WILL NOT LET YOUR CHILD LEAVE THE CENTER!
8. Please come into the center to pick up your child.
9. Check your child's cubby for soiled clothing and notes.
10. Take home any medicine.
11. Sign the "Sign-in/Sign-out" sheet. There is a clock above the sign-out sheet.
12. Parents have the right to pick up their child from the center at anytime during the day or to visit the center any time during the day.
13. PLEASE NOTE. Our center have a one-way street for dropping off and picking up children.

Miscellaneous

1) Dress

Please dress your child comfortably in play clothes appropriate for the type of weather. Children will go outside except in bad weather. If your child cannot play outside on a particular day, you should keep your child home. We do not have enough staff for one staff member to stay indoors. Art, sand and water play are part of the curriculum at all centers. While we try to keep the children in smocks during art, they often get quite messy. Please don't send your child in his/her Sunday clothes.

2) Parties

On special holidays and birthdays, parties will be given during the afternoon snack. Parents are encouraged to come and participate. Any parent desiring to have a birthday party for their child should schedule it with the staff. Parents usually provide the food for their child's classmates and the Center provides the juice or milk.

Birthday invitations for parties given away from the Centers may not be passed out at school unless every child in that section is included. Class lists will be provided upon request.

3) Nap/Rest Time

All preschool children at the Centers will be given the opportunity to lie down and rest/nap. A cot will be provided for your child. The covers will be washed by the centers staff each week and the cots will be sanitized.

Infants/toddlers will be allowed to nap as needed.

4) Toys

Please do not let your child bring toys to the center. The Centers cannot be responsible for lost or broken toys. Your child has one of his/her favorite toy and twenty children will want it. One favorite soft toy may be brought to sleep with if desired. Please use a permanent marker to write your child's name on his/her "teddy bear".

5) Food

Do not bring your child to the Center with food or drinks of any kind. We have strict guidelines in our food service program. Please check with your child's teacher before sending treats for parties.

Parents must furnish bottles, formula, and baby food for children requiring these items.

6) Infant/Toddler Area

Parents must furnish their child with diapers, wipes, or any other special needs. The Centers keep diapers on hand in case your child runs out. The diapers are to be replaced by the end of the week, or parents will be charged a rate of \$1.00 each, payable with your weekly bill.

The other choice is parents replace every diaper used at a rate of two for one. Diapers are sometimes available at the Oil Trough Food Pantry. They are open Tuesday from 9:00 a.m. to 12:00 p.m. and Thursday from 3:00 – 6:00 p.m.

7) Potty Training

Children who are not potty trained need to be kept in pull-ups for sanitary reasons until the child is potty trained.

8) Clothing

Please put your child's name on all clothing brought to the Centers (especially coats, gloves, and caps). We cannot be responsible for lost items.

9) Movies

We have a variety of movies for the children to watch on bad weather days. Parents may send a "favorite" movie with their child. These must be G rated movies;

NO PG RATED MOVIES WILL BE SHOWN. We do not allow movies with a high incidence of violence (for example, Ninja Turtles or Power Rangers). Please label each video tape and container with the child's name. The Centers cannot be responsible for the loss or damage to personal property.

10) Latex Balloons

Latex balloons shall not be allowed in the Center. All other balloons shall be kept out of the reach of children.

11) Parent-Staff Conference

Please set up conferences with staff through the director.

12) Religious

To assure that no religious is paid or subsidized by public funds or occurs in any matter suggesting governmental endorsement of any religion or message:
ABC funds must be used exclusively to support allowable ABC program cost incurred to provide non-religious instruction and activities during the ABC day; and
No religious activity may occur during any ABC day regardless of the source of funds used to support the activity.

Screening for Special Services

Each child who attends any of the Cedar Ridge Early Childhood Centers will undergo screening for vocabulary, visual-motor integration, language and speech development, fine and gross motor skills, and social skills. The purpose of the screening is to identify potential health problems, development delays and/or educational deficiencies. Parent conferences will be held following these screenings if a referral or further evaluation is needed.

The signature of a parent/guardian on the Return Page of this handbook gives permission to conduct the screening. Screenings for three and four-year-olds are conducted by district staff. Screening for infants and toddlers will be conducted by outside sources whom we partner with. Currently we use Wright and Associates and Millennium.
We can now bill Medicaid to help offset some of the costs of hearing screenings and therapy services. Should your child need therapy services, you will be contacted by district staff and insurance billing will be discussed with you at that time. Signing the Handbook Return Page gives us permission to bill AR Medicaid for the hearing screening only.

Behavior Guidance Policy for ABC

A “Bullying Policy” is not required nor considered appropriate for very young children, as children at the preschool level do not normally share or take turns. We try to teach those skills by using positive behavioral guidance. We have also adopted the “Conscious Discipline” behavioral program. We teach the three and four-year olds behavior skills and to “make good choices”.

It is the policy of the centers to provide positive reinforcement to the child for correction and encouragement. This will be accomplished through one-on-one discussion about the problem between the staff member and the child involved.

A second alternative is to provide the child a “time out” from the activity. The child will be separated (a short distance) from the rest of the children for one minute per year of age. If a child does not respond to either method, a conference will be held with the parent/guardian.

Punishment which is humiliating, frightening, or physically harmful to the child is prohibited. Corporal punishment is prohibited. In the same sense, children whose behavior is detrimental to the health, safety, and/or learning of the other children or staff will not be allowed to attend the child care center. Profane or abusive language will not be allowed in the center- neither by staff, children nor parents. Infants and toddlers will not be “disciplined”. This is a mandate from Minimum Licensing Requirements, Department of Human Services.

ABC Biting Policy and Non-ABC

It is not uncommon for children to go through a stage of biting, especially during the toddler stages. However, when the behavior occurs at daycare, measures often need to be taken to resolve the problem. Our policy regarding excessive biting:

First incidence:	Parents are notified
Second incidence:	Parents are notified
Third incidence:	Suggest Behavior specialist
Fourth incidence:	Call and set up Behavior Specialist visit
Fifth incidence:	Behavior Specialist Data Log if needed

The Early Childhood staff and I are eager to work with the parents to resolve the problem before it gets to that point.

Abuse/Neglect

Owners, operators, staff, therapists, and volunteers are mandated reporters of suspected child maltreatment and are required to call the Child Maltreatment Hotline at 1-800-482-5964, if they have reason to suspect child maltreatment. Additionally, these same individuals are required by Act 530 of 2019, to notify law enforcement if they have a good faith belief that there is a serious and imminent threat to the health or safety of a student, employee, or the public, based on a threat made by an individual regarding violence in, or targeted at, a school (child care center) that has been communicated to the person in the course of their professional duties.

Transportation

Cedar Ridge Early Childhood does not transport children to or from centers. We have a procedure in place with the Department of Human Services Licensing Unit to transport three and four year olds on field trips.

INFANTS AND TODDLERS ARE NEVER TRANSPORTED. The only exception to transporting would be in an extreme emergency at the discretion of the Early Childhood Director or Superintendent.

Inclement Weather

The Cedar Ridge Early Childhood Centers will be on the same schedule for inclement weather dismissal as the public schools. All announcements will be made through the local media as soon as possible. Please tune to KWOZ-103.3, KZLE-93.1, KFIN-107.9, and KAIT Channel 8 TV for announcements. Should the weather require that we dismiss school before 6:30 in the morning, we will call our announcements to the media before 6:15 a.m. If the announcement can be made on the previous day, we will have it to the media by 10:00 p.m. Should the public school close during the day because of the weather conditions, the center will also close. The media will be notified as to the time of release.

Parents will be called to pick up their children.

The Early Childhood Director will keep a list of children that arrive early each day. Every effort will be made to call those parents before they drive to the preschool when the centers close before school starts that morning.

Listen to Radio Station KWOZ 103.3 FM or television station KAIT, Jonesboro, for school closing information. If in doubt, call the Cedar Ridge Early Childhood (870-201-2577). It is important that you make alternate arrangements at the beginning of the school year instead of waiting until the Centers have closed because of weather conditions.

**Cedar Ridge Early Childhood
Handbook Return Page**

I have read and understand the Parent Handbook completely. I agree to abide by the policies and procedures therein. I am aware that overtime charges of \$3.00 per minute will be assessed after closing time for the Center and that school employees are required to report suspected abuse and/or neglect.

I give the Center permission to use my child's picture in advertisement as well as video permission approval.

I have received a copy of the Kindergarten Readiness Skills prepared by the Arkansas Department of Education (three and four year old children only).

Cedar Ridge School District, Northcentral Arkansas Education Service Cooperative Early Childhood Program, and Ages and Stages program have my permission to conduct a free screening of my child to see if he/she is on target for age. The screening will include hearing, vision, speech/language, and development checks. This screening takes approximately 30 minutes and the results will be shared with parents.

I **Do Give** permission to bill my child's Medicaid or my private insurance for the cost of the screenings.

Signature

My child does not have AR Kids and I **DO NOT** give permission to bill my private insurance for the cost of the screenings.

Signature

I have read and understand the Behavioral Guidance policy as written in the handbook. I agree to this form of discipline for my child.

Child's Name _____ Date _____
of Birth _____ My child has no allergies _____ My
child is allergic to: _____

I will provide documentation of these allergies from, _____, my child's health care provider.

I do hereby consent to the director or her duly appointed representative, for said child to receive medical or surgical aid as may be deemed necessary and expedient by a duly licensed or recognized physician or surgeon in case of an emergency when the parents cannot be reached. Consent is also given for the director or her duly appointed representative to transport said child for emergency medical treatment if the parents cannot be reached. I agree to pay all ambulance costs should it be necessary for my child to be transported by ambulance.

Parent's Signature _____ **Date** _____