

**Interstate 35
LITTLE ROADRUNNER
Child Care**



Parent Handbook

**2019-2020
School Year**

TABLE OF CONTENTS

INTRODUCTION	Page 1
GOALS	Page 1
INTERSTATE 35 COMMUNITY SCHOOLS SCHOOL BOARD POLICIES PROGRAM	Page 1
Staff	Page 2
Activites	Page 2
Outside Play	Page 2
SCHEDULE	Page 2
Daily Schedule for School Year	Page 2
Daily Schedule for Non School Days	Page 3
ENROLLMENT	Page 3
HOURS OF OPERATION	Page 3
HOLIDAY CLOSINGS	Page 3
FEES	Page 4
PAYMENT POLICY	Page 4
GENERAL INFORMATION	Page 5
Arrival/Dismissal	Page 5
Absences	Page 5
Inclement Weather	Page 5
Accidents/Incidents	Page 5
Emergency Situations	Page 6
Special Accomodations	Page 6
Nutrition	Page 6
PARENT POLICIES	Page 6
Confidentiality	Page 6
Pick Up Permission	Page 6
Parental Access	Page 6
Unauthorized People	Page 7
HEALTH POLICIES	Page 8
Direct Contact with Child Care Employees	Page 8
Illness	Page 8
Communicable Disease	page 8
Handwashing	Page 8
Medication	Page 8
Employee Training	Page 8
PARTICIPATION POLICY	Page 8
BEHAVIOR POLICY	Page 9
FIELD TRIP POLICY	Page 9
SAFETY POLICY	Page 10
BITING POLICY	Page 11
HOLD HARMLESS POLICY	Page 11
MANDATORY REPORTING	Page 11
DISCONTINUATION POLICY	page 12
DISCHARGE POLICY	Page 12

INTRODUCTION

Welcome to the Interstate 35 Community School District Before-and-After-School Child Care. This handbook is designed to explain the policies and procedures of the program. Should you need help with translations or assistance in reading this handbook, please let us know, and we will seek help to provide translations and/or read the handbook to you.

When there is sufficient interest by the parents, child care services will be provided in the school. While the purpose of the program is for the children's well-being and not for monetary gain, it is important for parents to know that if enrollment is not sufficient to support the program, on a break-even basis, the program will be discontinued.

GOALS

The Interstate 35 Community School District Child Care Program provides quality child care services to children, the family, and the community in an environment that is safe, challenging, and nurturing. We have a variety of activities that include recreation and games, arts and crafts, reading, time to finish school assignments, and "free time" for the children to pursue their favorite interests.

INTERSTATE 35 COMMUNITY SCHOOLS SCHOOL BOARD POLICIES

The Interstate 35 Little Roadrunner Child Care Program adheres to the policies of the Interstate 35 Community School District. School Board Policies can be found on the school district website www.roadrunnerpride.org

PROGRAM

The Interstate 35 Little Roadrunner Child Care Program cares for children enrolled in PK - 6th grade. Listed below are some of the highlights of the program.

Staff

Our staff receive ongoing training in the following areas: CPR, First Aid, child abuse, universal precautions, mandatory reporting, child development, problem solving, and curriculum. Teachers must maintain these trainings according to the Department of Human Services guidelines.

Activities

Age appropriate activities will be provided for all children enrolled in the Little Roadrunner Child Care. Some of these activities include manipulatives, board games, sensory play, crafts, reading. Older children will be allowed areas to work on homework after school if necessary. Field Trips may be scheduled for times when school is not in session.

Outside Play

Outside play is an important part of each child's experience. During favorable weather the children play outside as much as possible. Unless it is very hot outside parents shall provide a jacket or sweatshirt each day. Children shall wear jackets outside unless it is over 65 degrees. When it is cold outside parents shall provide winter outerwear for their child. Coats, snow pants, boots, hats and mittens should be included. Children will go outside unless the temperature or wind chill is below 10 degrees. In temperatures below 20 degrees, the age of the children will be considered and duration of outside time will be monitored.

SCHEDULE

Daily Schedule for School Year

Before School	
6:30	Free time
7:45	Breakfast
8:00	Released for school
After School	
3:20	Arrival at child care center
3:30	Wash hands
3:35	Snack time
3:50	Free time (homework if necessary)
4:30	Free time

Daily schedule for Non School Days

6:30	Free time
7:30	Breakfast
8:00	Recess
9:00	Computer Lab
10:00	Education Time (centers)
11:00	Lunch (K-2)
11:30	Lunch (3-4)
12:00	Reading/Quiet Time
1:00	Recess
2:00	Snack
3:00	Craft
3:30	Computer Lab
4:00	Centers
4:30	Free time

ENROLLMENT

For each child to enroll, the following is needed:

- Your student MUST be enrolled in the Interstate 35 Community School District in grades PK through 6th grade to be eligible.
- The enrollment fee paid, \$35 per child, \$70 max
- The first week of tuition paid.
- Enrollment forms completed by parent/guardian. *Including Placement Agreement, Application, Parent Emergency Medical and Dental Consent, Pick Up Permission, Photo Release, Travel and Activity Authorization*
- Student medical report (physical) within 30 days of admission
Children five years of age and younger not enrolled in kindergarten, need a medical report signed by a physician. Children five years of age and older and enrolled in school, need a medical report signed by a legal guardian.
- Immunization card completed by a health official.
- First Aid Form
- Acknowledgment of Reading Handbook

The Above forms MUST be filled out annually.

HOURS OF OPERATION

School Days: 6:30 a.m. - 8:00 a.m and 3:20 p.m. - 5:30 p.m.

Professional Development Days: 6:30 a.m. - 5:30 p.m.

Fridays for Little Roadrunner Preschool Students: 6:30 a.m. - 5:30 p.m.

HOLIDAY CLOSINGS

New Year's Eve (closing at 4:00 p.m.)

New Year's Day

Memorial Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve Day

Christmas Day

NOTE: If a holiday falls on a Saturday, we will be closed the Friday before. If a holiday falls on a Sunday, we will be closed the Monday after.

If there is sufficient interest, childcare will be available during Christmas break and spring break for a charge of \$35 per day.

CHILD CARE PACKAGE RATES

3 year old Wraparound Child Care	\$60/week
4 year old Wraparound Child Care	\$50/week
Before AND After School	\$65/week
Before only	\$30/week
After only	\$35/week

In the event of a snow day, it will be an additional \$15/day if you keep your child in child care.

NON PACKAGE RATES

Subject to availability

Before/After Drop in Rate	\$20/day
Full Day Drop in Rate (snow day)	\$35/day

PAYMENT POLICY

- Preschool and Child Care checks must be written separately.
- There is no additional cost for early outs and late starts.
- There is a \$35 enrollment fee, \$70 family max
- Attendance schedules must be the same for all weeks and determined prior to enrollment. Exceptions may be made at the discretion of the Director.
- Child Care fees are due each Monday for that week's care. For example, payment is due on Monday, August 26 for child care the week of August 26-30.
- Payments may be made via dropbox.
- The program ends at 5:30pm. There is a late pick up fee of \$5 for ever 1-15 minutes a parent is late and another \$5 late fee for ever 15 minutes thereafter. This fee is per child. If two children are late then \$10 per 15 minutes is due. There are no exceptions.
- Child Care payments must be kept up to date. Late payments may result in your child's suspension from the Interstate 35 Little Roadrunner Child Care until payment is made.
- No refunds will be given if a child is withdrawn or dropped from the program.
- All enrollment forms must be completed prior to the child's start date. Parents will be responsible for payment of weekly fees in order to reserve an enrollment spot until all forms are completed.
- Holidays - Interstate 35 Little Roadrunner Child Care will be closed for the holidays listed above. Labor Day, Thanksgiving, and the day after Thanksgiving are to be considered paid holidays and should be included with payment for the week.
- Winter Break and Spring Break - Attendance during school breaks is optional. Sign up is required in order to attend. A full day fee of \$35.00 will be assessed for each day your child is signed up. Sack lunches may be needed during breaks.
- Child Care Statements

- Monthly - Statements will be emailed at the end of each month for families with email accounts. Monthly statements verify the accuracy of billing and payments or can be used for child care flex accounts.
- Annually - Interstate 35 Little Road Runner Child Care will provide an itemized statement of child care payments for tax purposes. Statements will be emailed by January 31 of the following year.

GENERAL INFORMATION

Arrival/Dismissal

The center opens at 6:30 a.m. Children must be escorted into the center by their parent/guardian. The parent must sign them in and take them to their designated classroom area. Please do not leave any child unattended. The center closes at 6:00 p.m. Please pick your child(ren) up by this time. Failure to do so will result in a late fee. Please check your child's file at the end of each day for art work, newsletters, and/or other important information. Make sure to sign your child(ren) out on the sign out sheet.

Absences

We cannot express enough how important it is for you as parents/guardians to contact the child care center if your child is going to be absent. DO NOT CALL THE ELEMENTARY OFFICE TO REPORT A CHILD CARE ABSENCE. We can be contacted by phone 6:30am-5:30pm at (641) 765-5220 Monday through Friday. If we are not contacted by phone or in person (at child care center), you will be charged for the time your child was signed up. Notification needs to be given by 5:00pm the day before if your child will not be attending the following day. Contact with child care assures your child's safety and helps us with our daily planning

Inclement Weather

The program will be in operation everyday of school except when school is cancelled before 6:00 a.m. If school has been cancelled for the day, before 6:00 a.m, the Child Care Center will be closed for the day. For late starts or early dismissals due to inclement weather, the program will operate as normal.

Weather conditions can make it difficult for the Child Care employees and custodians to get to school on schedule. For your child's safety, please be sure the school doors are unlocked and the child care associate is on duty. You MUST sign your child in with the child care associate. Do not drop your child off at the door, because you are in a hurry.

Accidents and Incidents

When an accident occurs, a staff member will provide an accident form for the parent to sign letting them know what happened. If serious injury occurs, a staff member will call the parent,

guardian or other responsible party immediately. If a serious injury becomes an emergency, emergency procedures will be followed.

Emergency Situations

If a medical or dental emergency arises, the staff will first attempt to contact the parent/guardian. If contact is not made, the staff will call the emergency contact persons listed on the emergency authorization form. If no emergency contact can be reached, the staff will call 911. If possible, the school van will be used to transport an injured or ill child.

Special Accommodations

In the best interest of your child, please inform the staff of any special needs or limitation. WE want to provide each child with the best possible care, and we need to know if your child requires shots, restroom assistance, or other special considerations. Such situations can also be discussed with the Program Director. The Americans with Disabilities Act states that we will make reasonable accommodations for children with special needs, provided this does not fundamentally alter the nature of our program.

Nutrition

A nutritious breakfast, lunch and snacks will be served. We follow the CACFP guidelines. Menus will be posted weekly. Meals are offered at the following times.

Breakfast	7:30-8:00 a.m (Included with PK package, Uses lunch account for K-4)
Lunch	11:15-11:45 a.m (3 year old wraparound)
Snack	2:15 p.m (3 year old wraparound)
Snack	3:30-4:00 p.m (PreK -4th grade)

Parent Policies

Confidentiality

As care providers we have a duty of confidentiality to each child and parent. Please be respectful of our duty by not asking staff about other children's behavior.

Pick Up Permission

Only those adults who are authorized in writing on the pick-up permission form are allowed to take the child out of the center. Any requested change must be made in writing. Persons unknown by staff will be asked for identification. In the event of an emergency if it is necessary for someone else to pick up your child, call and inform us of the name of the individual. (Emergencies will be at the discretion of the supervisor.)

Parental Access

The center has an open door policy. At any time of the day, parents are always welcome. The only exception to this policy is where a parent access to the child is restricted by court order.

Unauthorized People

The center is responsible for ensuring the safety of children at the center and preventing harm by being proactive in supervising not only the children, but the people present at the facility.

- Any person in the center who is not a staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care shall not have “unrestricted access” to children from whom that person is not the parent, guardian, or custodian, not be counted in the staff to child ratio.
- *unrestricted access means that a person has contact with a child alone or is directly responsible for child care.
- * it is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.
- Persons who do not have unrestricted access will be under the direct “supervision” and “monitoring” of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to another staff member due to conflict of interest with the person.
- *Supervision means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly
- *Monitoring means to be in charge of ensuring proper conduct of others.
- Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact the Director or on site supervisor to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures.
- Non-agency person who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
- Anyone authorized to pick up a child who has had a sex offense against a minor shall not be allowed on the center property, except for the time reasonably needed to transport the child to and from the center, unless they have the written permission of the director. The center director is not obligated to provide written permission, and may adopt more restrictive rules regarding sex offenders. However, if written permission is given, the director must consult with the DHS licensing consultant prior to giving permission. Written permission shall include the location in the center where the sex offender may be present, the reason for their presence, the duration of their presence, and a description of the staff supervision that will be provided in order to ensure that no child is alone with the sex offender.

HEALTH POLICIES

Direct Contact with Child Care Employee

Upon arrival each day, children must have direct contact with a child care employee for the detection of illness.

Illness

Children who exhibit the following symptoms will not be allowed to remain at the center, or will be sent home if they become ill during the day: diarrhea, fever (100 degrees) with the past 24 hours without fever reducer, severe continuous coughing, pink eye, vomiting, unexplained rashes, or swollen glands.

Parents will be notified immediately when a child becomes ill or seriously injured while at the program.

Communicable Diseases

Parents should notify the center immediately when a child contracts a communicable disease. The center will post notices of exposure of children to communicable disease.

Hand Washing

Children and employees will be required to wash their hands upon arriving at the child care center, before leaving the restroom, before eating, before water play, after handling animals, after outside activities, before any food activity, when visibly soiled, and before leaving the center.

Medication

Parents must complete a Medication Authorization form when a child is to be given prescription or over the counter medication. Medications must be provided in the original container. The doctor's directions must accompany prescription medication. All non-prescription medication should be labeled with the child's name. All medication is stored in the original container inaccessible to children.

Employee Training

Employees will use universal precautions in handling blood and bodily fluids as recommended by the Center for Disease Control. The employees receive training in the program's medical and dental emergency procedures.

Participation Policy

The Participation Policy clearly states the responsibilities of the Interstate 35 Little Roadrunner Child Care Center employees, parents, and children.

Employee Responsibilities

- Provide a safe and caring environment for your child.
- Provide a variety of activities for your child.
- Communicate regularly with you, the parent, concerning your child.
- Serve as a positive role model for your child.

Parent Responsibilities

- Sign your child in and out each day.
- Notify center director of child absences (call the center, email Director, or not prior to absence.)
- Respect the 6:30 a.m opening and 5:30 p.m closing times.
- Notify, in writing, or email, any changes on the enrollment emergency forms, (address, phone number, authorized to pick up information, etc.)

Child's Responsibilities

- Always show respect to others.
- Always show respect for others' property.
- Keep hands and feet to self.
- Be polite in words and actions - no foul language or put downs.
- Pick up activity before choosing another one.
- Use outdoor equipment safely.
- Run only when it's part of an activity or safely outside.
- Be responsible for any toys, games, or equipment brought from home.
- Use good table manners.
- Be a good representative of Interstate 35 Little Roadrunner Child Care when on field trips or outside activities.

Behavior Policy

Social growth is crucial during elementary years. Interstate 35 Little Roadrunner Child Care will focus on helping children learn appropriate behavior. Positive disciplinary methods including but not limited to, redirection and behavior management programs will be used. Behavioral guidelines, included in the Participation Agreement, have been established with the goal of maintaining the physical and emotional well being of each child, as well as teaching self-discipline, judgement, and manners.

The Little Roadrunner Child Care will use Accident and Incident Reports for recording disciplinary action. A copy of the Incident Report will be given to the parent upon pick up of the child.

Field Trip Policy

Transportation is contracted through the Interstate 35 Community School District. Children are transported in school buses driven by licensed school bus drivers. In accordance with transportation safety recommendations, children under the age of five will be required to use a properly secured child safety restraint system when transported in a school bus.

Small groups of children may be transported within the Interstate 35 school district limits in a school van. Passengers will be required to be secured in a seat belt or an appropriately approved child restraint system while transported as required by law. The van will be driven by a child care employee with a Class D3 chauffeur's license. A child may only be transported in an employee's personal vehicle with the consent of a parents and the approval of the superintendent.

A field trip permission form would be filled out by the parent or guardian before any field trip takes place.

The Interstate 35 Community School District carries liability insurance for the program. Medical claims for individual children remain the responsibility of the parent of guardian.

Safety Policy

These guidelines have been set for your child's safety and help ensure a safe environment.

- No child will be left alone while on school grounds.
- Parents must sign in and out when children arrive and depart from the center.
- An Authorization form must be completed at enrollment. Parents must list person authorized to pick up a child from the center. The list will include the person's phone number and his/her relationship to the child.
- The center has written emergency plans for fire, tornado, flood, intruders, intoxicated parents, lost or abducted children, bus accidents, power failures, bomb threats, chemical spills, earthquakes, and blizzards.
- Tornado, fire and emergency drills will be practiced monthly as required by law.
- Emergency evacuation plans will be posted by all exits.
- All phones will post emergency numbers for police, fire department, and poison control center.
- All employees will be certified in First Aid and CPR within the first three months of employment.
- First Aid Kits will be available within the center, on the playground, and on field trips.
- Copies of Emergency forms are taken when transporting children.
- An employee completes an Accident Report or written notification to the parent of minor injuries that occur. Serious injuries will be reported immediately to the parent.
- No smoking is allowed within the center, in school vehicles, or on school grounds.

Biting Policy

Biting is a very common behavior among children from birth to three years. Biting is a form of communication, as biting is almost always a response to the child's needs not being met or coping with a challenge or stressor. When observing signs that a child might be on the verge of biting, the provider may be able to act immediately and prevent the biting behavior. (distraction, redirection, close physical presence of teacher)

If a biting incident occurs, the provider will respond by:

- Keeping their feelings in check and not express frustration or anger to the child.
- Ensure all children are safe; applying first aid if necessary.
- Address the child who bit in a short, simple and clear way.
- Shift their attention to the child who was bitten and show concern and support for that child.
- Go back and talk with the child about the different strategies she/he can use next time, instead of biting.
- Help the children move on. Do not make them play with one another, unless they want to.

The provider will fill out an Accident and Incident Report and share information about the incident with the parents of involved children. When informing parents that their child has been bitten or bit another child., it is important for providers to maintain the confidentiality of the other child. When biting occurs more than once, the providers should observe the child and document observations, including behaviors and context (where, when, how, who - adult and children) both before and after biting occurs to identify functions of the behavior. It is also helpful to know when the behavior is absent. Providers will then use that data to find patterns and potential solutions, and meet with the family to collect information about the child's behavior at home, share information and demonstrate a commitment to working together to address the child's needs.

Hold Harmless Agreement

The Interstate 35 Community School District and its employees assume no liability for injury to any child during his/her participation in the child care services. The parent or guardian will be responsible for paying all costs and fees contingent on any emergency medical care and/or treatment of the child. Child care services assume no liability for the child/children's absence from child care if accounts/schedules are not up to date.

Mandatory Reporting

The Department of Human Services requires child care staff person(s) to report suspected cases of child abuse. This also includes the reporting of parents/guardians who appear to be impaired by drugs or alcohol. If a parent appears to be intoxicated, they will be asked to find

other arrangements to have your child picked up. If you refuse to find other arrangements and leave with your child, the police as well as DHS will be notified.

Discharge Policy

Children may be discharged from the program for failure to meet center policies, failure to pay, inability of a child to adjust to group experience, or other reasons as determined by the Director. A child that poses a threat to other children, employee, or his/herself may also be discharged from the program.