

EXCERPT FROM OUR LADY'S CHILD CARE CENTER PARENT HANDBOOK**TABLE OF CONTENTS**

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THE PURPOSE AND GOALS

MISSION STATEMENT

Our Lady's Child Care Center will offer each child a loving, safe, and nurturing environment in a Catholic setting. This will allow each child to blossom into his/her own unique person and to help him/her develop a love for God.

STATEMENT OF PURPOSE

Our Lady's Child Care Center's major goal is to provide an enriched environment for the children to develop socially, emotionally, cognitively, physically, and spiritually. We offer a safe, pleasant, and inviting atmosphere to develop in. Children learn through play, asking questions, exploring, and by doing. Quality staff will provide a curriculum that will engage children in fun and exciting activities in which to learn from. Our curriculum is designed to meet each child's needs.

THE CHILD CARE GOALS ARE:

- to provide a warm, supportive, and safe environment for every child.
- to treat each child with dignity, respect, and accept their different and unique personalities.
- to help each child develop a positive self-esteem.
- to help each child develop interpersonal relationships, to become aware of each other, of the group, and their place in it.
- to develop a partnership with each child's family.
- to provide enriching experiences that will linger as favorite childhood memories.
- to provide time, space, and activities that will enhance each child socially, emotionally, cognitively, physically, and spiritually.
- to provide a Catholic experience.
- to develop respect and empathy for others.

Our Lady's Child Care Center is operated by Our Lady of the Valley Parish; Rev. Douglas McGonagle is the Pastor. Please visit us on olveasthampton.org or check us out on face book. To like us on face book type the full name: Our Lady's Child Care Center.

Our License of authority is the Department of Early Education and Care, 95 Liberty St, Suite 1124, Springfield, MA 01103; phone 413-788-8401, <http://www.mass.gov/eec>. Please feel free to contact them to check on our compliances or non-compliances with the regulations. The certificate of Licensure is posted on the premise at all times in the main hallway.

NON-DISCRIMINATION POLICY

Our Lady's Child Care Center does not discriminate against any applicant for employment or children, on the basis of sex, age, marital status, religion, political belief, disability, sexual orientation, race, color and national and/or ethnic origin. All children are given equal access to all the rights, privileges, programs, and activities generally accorded or made available to children at this center. We encourage families of all ethnicities, to join our program. We also ask that you share some customs, traditions, and family history with your child's class.

ADMISSIONS

We are open year round from 7:00a.m.-5:30p.m., Monday through Friday. We offer care to children ages 4 weeks through 10 years of age. We enroll children on a first come, first serve basis. Applications may be picked up anytime during business hours or printed off our website. Registration, however, requires an appointment with the Director. If we are at full capacity, you may have your name put on our waiting list; Our Lady of The Valley Parishioners will have first priority on the waiting list. We will refer to the waiting list as openings occur.

We also offer care for children, Kindergarten to 10 yrs, during non-school days. This includes Christmas, winter and spring vacation, in-service days, parent conference days, some holidays, some snow days, and any other day that school is closed and the center is open. You must sign up for care on these days ahead of time. We need to know the number of children coming so that we have enough staff on hand for these days. When there is inclement weather, please check to see that we are open. Parents must then call after 7:00a.m. to reserve a space for the day. If your child turns 10 during the school year then care ends on the last day of school. If your child turns 10 during the summer then care ends at the end of the summer.

Before and after school care will be offered. Children that arrive before 8:15 will be transported to their Easthampton Elementary School. The children will walk to Center and Pepin from September through November and from April through June. A bus will be provided from December 1 through March 31. The bus will leave Our Lady promptly at 8:40. A teacher from the center will ride on the bus as a bus monitor. The bus will return to the schools at 3:05 to pick up the children from the elementary school and return them to Our Lady. A teacher will ride the bus in the afternoon as a bus monitor. Any child misbehaving will lose bus privileges. It will be the parents' responsibility to get the child to and from school. See transportation policy for more details.

HEALTH REQUIREMENTS

The Commonwealth of Massachusetts requires that all children have updated immunizations. We MUST have your child(ren)'s immunization records prior to the first day. Physical examination forms are required within 2 weeks of child's attendance at the

Center. If after 2 weeks we do not have the physical form, then child care will be suspended until the parent can produce a signed physical examination form. Children ages 1, 2, and 3 must show proof of a lead test as well.

FIRST DAY OF SCHOOL

On your child's first day there are many things for you to bring to school. Please bring at least one change of clothes, and include extra underwear and socks that can be left here. We ask that the child has a blanket and if necessary a stuffed animal for rest time. You may bring a toy for the first day or two to help your child feel comfortable. After that, please leave the toys at home. We cannot be responsible for your child's toys if they are lost or get broken. Bringing toys from home causes your child and other children great stress. Sharing school toys is O.k.; sharing personal toys is very difficult. PLEASE LABEL EVERYTHING! There are many children; all the boys have Thomas the tank jackets and Red Socks baseball caps, and the girls all have pink and princess jackets and hats.

TRANSITIONS

It is very important that children have a chance to transition to their class. Children entering the center for the first time should visit their classroom and teachers a few times before being left for the day. Parents are asked to stay with their children on these visits. Please call the center ahead of time to set up these visits. On the last scheduled visit, we ask the parents to take a short walk (20 minutes) so that the child can experience saying good-bye and understand that the parent always comes back. Some children will be very upset and others will be fine. For those children that are upset or have a difficult time, we will ask parents to initially shorten the day so that their child does not experience other children leaving with their parents. As children age out of their group they will visit their new class several times before being left for the day. They will stay in the new class as long as the child is comfortable there. If the need arises, the child can return to his/her old classroom for a visit. Parents are asked to visit the new room at least once with their child to meet the teacher and to help with the transition. When a child transitions to a new room it is helpful if the old teacher and the new teacher share information about the child. The teachers will check with the parents first before sharing information. If a child is moving to another school information will only be shared with the new school if we have written permission from the parent. Every child is different and we will do our best to assist the child in a way that she/he can understand and feel comfortable with the transition.

School age children should also visit the center a couple of times ahead of time. They need to know who the teacher is that will meet them on the bus in the afternoon. We want them to feel comfortable since transporting from one school to another is a significant transition.

SIGN-IN BOOK & ATTENDANCE CHECKS

The center will maintain a daily Sign in book that is current. The designated staff person is responsible for recording each child's attendance for the day. The teacher will be responsible for taking this book out during an emergency evacuation. There is also a sign in book that parents are responsible for signing their children in and out of each day. This log is kept in the main hallway. The person in charge will be responsible for taking this book out on emergency evacuations and comparing it with the teacher's class attendance. It will be taken out after the person in charge has visually checked the entire building for any children left behind.

Before and after each class movement such as to the playground, as well as periodically throughout the day, teachers will do attendance checks. In the event a child becomes missing the teacher will do a second attendance check. The director will check the entire building including unused classrooms, bathrooms, closets and any small area a child might hide. If the child is missing from the playground then the playground will be checked again. After this initial check the Director will call the Police Department and report the child missing. The parents will then be called. EEC will be called and all required paperwork will be filled out. Any and all agencies called will be given our full cooperation. The teacher responsible for the child at the time of the disappearance will be put on immediate suspension with a possible termination depending on the investigation.

PARENT INFORMATION

CONFIDENTIALITY

No information is ever given out about children enrolled at Our Lady's Child Care Center without written consent of parents, unless subpoenaed by a court of law. Parents will be notified if a child's records are subpoenaed. Children's files are kept locked in the office. All staff are briefed about confidentiality during their orientation and reminded about the policy as the director feels it is necessary. Staff is not allowed to give out other children's phone numbers or last names. They are not allowed to put pictures of your children on their face book or to share any information about your child with anyone outside the center. If we feel it is necessary to have someone outside the center observe your child, you will be given a permission slip first. This also applies to children in our school age program. In order for our staff to be able to speak to your child's school teacher about any concerns or issues, we would need written consent for the parent. All permission slips must be updated yearly.

PARENTS RIGHTS

Upon a request, the parent shall have access to his/her child's records, at a reasonable time. All of the child's records will be available to the parent within 2 business days. The acting Director will keep a log of who requested the records, who gave them out, what

part of the records were seen, and the date that they were seen. The Director and party requesting the records will sign for the distribution or release of the records. Only parents and Director will have access to this log.

A child's parents have the right to add information, comments, data, or any relevant materials to the child's records.

A child's parents have the right to request a deletion or amend any information in a child's record. If a parent feels adding to the records does not clarify the information, they have a right to request a conference to make his objections known. If the decision is in favor of the parents, steps shall be taken immediately to put the decision into effect.

A parent has the right to receive copies of their child's file upon written request. Such request will be done within a 48 hour period. There will be no cost to the parent for the copies.

VISITS

Parents are always welcome and encouraged to visit our center at any time as long as the visit is not being disruptive to the classroom. Center policies and class rules must be adhered to at all times. Visitors must understand that the children are always our priority, and our focus and attention will be centered on the children, not the visitor. If you have a special talent or interest and would like to share it with us, please coordinate a time with our staff. We always welcome new suggestions, special visitors, and new sources of supplies or services, or good ideas that will benefit the children. If you have a free day and would like to volunteer your time, please see your child's teacher. Another way to get involved is to join the Parent Board that meets monthly. This is a great way to get involved and share your ideas and concerns about the program.

VOLUNTEERS

Every volunteer including student teachers must have a EEC background record check, go through orientation and training, and be supervised at all times by an EEC certified teacher. Their dates and hours of service will be documented by the mentor teacher and kept on file. A list of their responsibilities will also be on file.

FIELD TRIPS

Field trips will be planned by the teacher to help promote the theme. They are a privilege to have. It is our intention that every child participates in field trips. However, if we feel a child may present a risk on the trip then that child will not be allowed to attend. If there is room in another class then your child may attend that class until his/her class returns. If there is not room for your child then you will need to keep your child home for those hours. All field trips will have written permission slips for each specific trip. Teachers will take a first aid kit and emergency numbers. There will always be one extra staff

member on each trip. Field trips will be funded from fund raising activities held throughout the year. Children who did not participate in fund raising will not be denied field trips.

STAFF QUALIFICATIONS

All staff is EEC qualified for their position upon hire. If they do not have an associate's degree, then the staff must be working toward receiving an Associate's degree in Early Childhood. Assistants must be 18 years of age or older and will work under the supervision of the teacher. All staff members are expected to have a pleasant, responsible personality and relate well with children. We understand the need for each parent to feel comfortable leaving their child at Our Lady's Child Care Center. The staff looks forward to working with you, your child, and the whole family.

PARENT INPUT

Any questions, concerns, or suggestions should be brought to the Director's attention. We welcome any ideas that would improve our center.

VISITORS

Occasionally we may have outside visitors come to the school. All visits will be monitored.

PHOTOGRAPHS

Photographs and video tapes may be taken of your child to be used for publicity, including displays, bulletin boards or other types of program publicity along with media interviews. Parental written consent will be obtained prior to the use of any pictures for publicity.

SECURITY SYSTEM & CODES

Both school buildings are now set up with security systems. Each parent has their own personal code that allows them access. Please do not share this code with anyone. If someone comes to pick up and does not have a code, they can use the buzzer and the office will check ID and let them in. In addition to security codes, The Infant / Toddler classrooms will be monitored by video camera, viewed by office personnel only.

COMMUNICATING AND RESOLVING PROBLEMS

It is essential that there is open communication between parents and staff. Concerns and issues arise from time to time. We would like to follow these steps. If a parent has a concern about their child, he/she should contact the child's teacher. The teacher may be able to address the problem right away, or a convenient appointment will be made to

discuss the problems. If a teacher has a concern about a child, that teacher will notify the child's parent and arrange to discuss the problem. If the parent or teacher is unable to resolve the problem then a meeting will be set up with the Director.

PARENT CONFERENCES

A parent may request a conference with a teacher at any time. If a teacher or the Director feels it is necessary to have a parent conference with the parent then the parent will be notified. All conferences will be scheduled as soon as possible at the convenience of the parent(s) and teacher. Teachers will prepare a written assessment on each child after three months of enrollment. After that, assessments will be done every 6 months. Parents will be given a copy of these assessments. The original will be placed in the child's file. At this time we encourage parents to set up a time to meet with the teacher for a parent conference. Infants and children with IEP S will have assessments done every 3 months. At any time a parent may approach the teacher or the Director with any concerns. Teachers are required to notify parents immediately with any concerns they may have regarding your child.

TRANSPORTATION & PARKING

Parents must provide children with transportation to and from the Center. Please enter by using the middle driveway, following the one-way sign, and proceed around the preschool building. There are parking spaces in front of the infant/toddler center for easy drop off and pick up. There are additional parking spaces on the side of the garage. The back entrance of the preschool building will be locked. Please use the front entrance adjacent to the rectory.

TUITION POLICIES

A one-time non-refundable enrollment fee of \$25.00 will be charged upon enrolling your child into the program. This enrollment fee will hold your child's slot. This does not apply to subsidized slots. If there are multiple siblings enrolled in Our Lady's Child Care Center then one sibling will receive \$15.00 off his/her weekly tuition. This discount does not apply to part time slots, subsidized care, or before and after school care.

At the time of enrollment we expect one week's tuition to be paid in full and a second week of tuition to be paid on account to be held for the child's last week here. If the tuition goes up, we expect the parent to adjust this week of tuition being held on account. If the child changes age groups then the week on account will be adjusted and the child's account will be credited. Tuition is due every Friday for the following week. It must be paid before the services are given. No reimbursement will be granted for absenteeism. In the event we close the Center due to no heat, water, or electricity due to something here at the center, tuition will be credited for those days. However, if the Center is forced to close for reasons beyond our control (such as no electricity from the street, snow, ice, or a declared state of emergency) parents will still be

responsible for tuition. When your child has attended Our Lady's Child Care Center for one year, a vacation credit will be applied. Each child will receive two weeks at half rate for vacation time; this does not apply to subsidies. To receive this credit, you must let the director know in advance that you are using the credit. We require a two week termination notice and reserve the right to charge for those two weeks even if the child does not attend.

The center closes at 5:30 P.M. every night. There is a late fee of \$25.00 for any part of each 15 minute interval that the parent is late. If you think you are going to be late please call and let me know. The call will NOT excuse you from the late fee.

Tuition may be paid by cash or check and deposited in the tuition box in the office or in the entry way of the infant/toddler building. Receipts will be written for cash payments. If a check is returned for insufficient funds then you will be charged a \$25.00 fee. Tuition must be paid in full to continue with child care services.

Infant (4weeks - 15months):

\$51.00 a day

\$240.00 a week

\$960.00 a month (paid before the 1st of the month)

Toddlers (15 months-2yrs 9 months):

\$31.00a half day

\$46.00 a day

\$220 a week

\$880 a month (paid before 1st of the month)

Preschoolers (2yrs 9months - Kindergarten):

\$26.00 a half day

\$41.00 a day

\$175.00 a week

\$700.00 a month (paid before the 1st of the month)

School Age (Kindergarten to 10 years old)

Non School Days:

\$31.00 per day

\$21.00 per half day

\$130.00 per week

Before School Care:

\$10.00 per day

After School Care:

\$16.00 per day

CALENDAR OF THE SCHOOL YEAR

Our Lady's Child Care Center is open Monday through Friday from 7:00 a.m. until 5:30 p.m. The following is a list of scheduled holidays that we will be closed. Parents are expected to pay full tuition for weeks including holidays.

Labor Day

Columbus Day

Thanksgiving

Christmas Eve close at 2:00

Christmas Day

New Year's Eve close at 4:00

New Year's Day

Presidents' Day

Patriots' Day*

Memorial Day

Independence Day

Veteran's Day*

*Patriots' Day and Veterans' Day will be used for teacher in-service days.

Snow days will be announced on Television ABC (Channel 40) and NBC (Channel 22). School closings will be posted on the Our Lady's Face Book page early. If you check on line, the closings are not usually listed under schools, often they are listed under "other". School will only be canceled on the worst snow and ice days. If the center decides to close for safety issues then parents will be expected to pay their full tuition as usual.

SCHEDULE OF THE DAY - SCHOOL AGE

7:00 – 8:30	Drop off; Free play
8:30 – 8:45	Bathroom, hand washing
8:45 – 9:30	Table activities, snack as a choice, sunscreen
9:30 – 9:40	Group Meeting time
9:40 – 9:45	Bathroom
9:45 – 11:45	Outside activities
11:45 – 12:00	Bathroom, hand washing, (summer bathing suit changing)
12:00 – 12:30	Lunch
12:30 – 1:00	Quiet time of group reading and individual reading Note: School age children will not be required to rest. However, a mat and rest area will be made available to any child that feels the need to take a rest.
1:00 – 2:30	Inside activities, Choice time, special activities, learning time
2:30 – 2:45	Bathroom and hand washing
2:45 – 3:45	Table activities, snack as a choice, sunscreen
3:45 – 5:00	Outside time
5:00 – 5:30	Books, Puzzles, coloring, easy clean-up activities

SCHEDULE OF THE DAY - PRESCHOOL

7:30 – 9:00	Arrival and table activities
9:00 – 9:10	Clean up. Bathroom time
9:10 – 9:30	Snack. Everyone sits down as a group.
9:30 – 9:50	Circle time. We discuss the activities of the day, the calendar, the weather, any important news such as field trips, sing songs, and rhymes are done.
9:50 – 10:30	Art activities reflecting the theme for the day are set up. Free play. All centers are open. The children are free to visit any of the centers or art tables set up.
10:30 – 10:40	Clean up. Bathroom time. Transition time.
10:40 – 11:00	Story time, music.
11:00 – 11:45	Outside play weather permitting. In poor weather the children will participate in some inside games and use some inside equipment that will help develop their gross motor skills.
11:45 – 12:00	Clean up. Bathroom time. Transition time.
12:00 – 12:30	Lunch. Children are encouraged to eat the healthy parts of their lunch first. When a child finishes they may look at books, do puzzles, or other quiet materials that are provided.
12:30 – 12:45	Clean up. Bathroom time. Transition time.
12:45 – 2:30	Rest time, quiet time. For those that can't sleep, quiet materials are provided for a child to do individually at their mats.
2:30 – 3:00	Children are waking up. Coloring, table toys, and books offered to those that are awake. Bathroom time and handwashing.

3:00 – 3:20	Snack
3:20 – 4:15	Outside play. Same as the morning.
4:15 – 4:25	Hand washing, bathroom time.
4:25 – 4:50	Art activities reflecting the theme for the day are set up. Free play. All centers are open. The children are free to visit any of the centers or art tables.
4:50 – 5:00	Clean up.
5:00 – 5:30	Story and music. Books, manipulatives, coloring, puzzles, ect.
5:30	Center closes.

SCHEDULE OF THE DAY - TODDLERS

7:30 – 8:30	Arrival and table activities. Choice time.
8:30 – 8:45	Diapering, bathroom.
8:45 - 9:00	Clean up. Washing hands for snack.
9:00 – 9:20	Snack. Everyone sits down as a group.
9:20 – 9:30	Circle time. We learn about the activities of the day, sing songs, finger plays and rhymes are done.
9:30 – 10:15	Art activities reflecting the theme for the day are set up. Free play. All centers are open. The children are free to visit any of the centers or art tables set up.
10:15 – 10:30	Clean up. Diapering, bathroom time. Transition time.
10:30 – 10:45	Story time, music, finger play.
10:45 – 11:15	Outside play weather permitting. In poor weather the children will participate in some inside games and use some inside equipment that will help develop their gross motor skills.
11:15 – 11:30	Hand washing.
11:30 – 12:00	Lunch. Children are encouraged to eat the healthy parts of their lunch first.
12:00 -12:15	Bathroom, diapering time. Hand washing.
12:15 – 2:30	Rest time, quiet time. For those that can't sleep, quiet materials are provided for a child to do individually at their mat.
2:30 – 2:50	Children are waking up. Bathroom, diapering time. Hand washing.
2:50 – 3:15	Snack
3:15 – 3:45	Outside play. Same as the morning.
3:45 – 4:00	Hand washing, bathroom, diapering time.
4:00 – 4:15	Light snack.
4:15 – 4:45	Art activities reflecting the theme for the day are set up. Free play. All centers are open. The children are free to visit any of the centers or art tables.
4:45 – 5:00	Clean up.
5:00 – 5:30	Story and music. Books, manipulatives, playdough, puzzles, ect.
5:30	Center closes.

Transition time happens each time there is a change from one activity to the next. The children are given a 5 minute warning that it will be happening and then another warning at 2 minutes. Simple games such as who can clean their area the fastest are played or simple songs are sung such as the clean up song. Some children may be asked to clean up the square blocks and another child may be asked to clean up the triangle blocks. The children are encouraged to clean their area and to help others when their area is clean. Praise and stickers are usually the rewards.

SCHEDULE OF THE DAY - INFANTS

There is no specific infant time schedule. Each child's needs will be met according to their own individual schedule.

Explanation of Daily Activities

Free Choice:

Children may choose from a wide variety of activities: Dramatic play, water table, easel, blocks, art, manipulatives.

Activity Time:

Pre-planned activities that are goal-oriented, such as reading, math, language, cooking, etc.

Group / Circle:

We use flannel board, songs, finger plays, and stories during this group time. Calendar and weather are discussed along with other related subjects.

Outdoor Play / Large Motor:

Children are given the opportunity each day to work on their large motor abilities. We will spend time outdoors each day, weather permitting. If the weather is bad, mats, balls and games may be played with indoors.

Nap Time:

Children rest on their mats quietly, even though they may not sleep, for a minimum of 45 minutes. At this time children get a chance to relax. A stuffed animal, blanket and crib sheet may be brought from home. All bedding is sent home weekly to be washed.

Snack/Lunch:

Children sit and talk quietly to peers and staff while enjoying their snacks and meals.

Story Time:

Children sit and listen to stories read by the teacher or on tape to strengthen his or her vocabulary and attention span.

CLOTHES

One complete change of clothing is to be kept at the child care center. Please make sure it is the correct size and appropriate to the season. An extra sweater or sweatshirt along with slippers or shoes should also be on hand. Toddlers will need a change of clothes, a bib, a supply of wipes, and/or diaper cream, and a daily supply of diapers. PLEASE LABEL EVERYTHING!

MEALS

Two nutritious snacks are given during the course of the day -- one in the morning and one in the afternoon. Children are required to bring their own lunch in a lunch box with their name on it. You do not need to send a drink for lunch. Many juices and drinks are full of sugar. Milk or water will be provided by the center. Lunches are not refrigerated. You must provide an ice pack

or thermos. If a lunch is left at home as sometimes happens a lunch will be provided at a cost of \$4.00 (this does not apply to subsidized slots). Parents are asked to send a lunch which is nutritious and contains little sugar. If candy is sent in, it will not be given to your child. Here are a few suggestions:

Healthy Lunch Ideas

Sandwiches

Cream Cheese and jelly
Cold meats and cheese
Tuna fish
Egg salad

Vegetables

Served raw such as:
Baby carrots plain or with a dip
Cherry tomatoes
Cucumber slices
Celery sticks
Green beans
Snap peas

Other vegetables can be sent
and heated as a side dish.

Fruit

Bananas
Oranges
Apples
Pears
Grapes
Melon chunks (Watermelon,
Cantaloupe)
Applesauce, fruit cups
Strawberries
Peaches
Nectarines
Kiwi
Extras
Yogurt
String Cheese
Pudding cups
Granola bars
Nutri grain bars
Occasional cookie or sweet (No
Candy Please)
Raisins

Leftovers

Anything left over that can be reheated or doesn't need to be heated.
Pizza, noodles and sauce, macaroni and cheese, meatloaf, chicken, potatoes,
vegetables

Just a note of caution:

The most often choked on foods are as follows: grapes, hot dogs, and popcorn.
Make sure your child is old enough to eat these foods or cut them into bite size
pieces. We discourage families from sending in gooey fruit snacks due to the sugar
settling on the child's teeth.

Helpful tips

Peanut butter will not be allowed at the program. Lunches need to come to school ready for eating. Everything must be peeled or cut. We have time to warm things in a microwave but we don't have time to mix and prepare meals.

Please try to make lunches as healthy as possible by packing food from each food group. We encourage the children to eat nutritious food before they eat any treats. Many yogurts come in large containers. It is recommended that you put some yogurt in a dish and not send in a yogurt container. Often times the children open the yogurt but do not finish it. We have no way of saving the yogurt. Send food that you know your child likes and will eat. Do not send too many choices because the children want to try everything and we don't always have a way of saving what they have opened.

INFANT FEEDING

All food must be supplied by the parents for their infant child until he/she is able to eat the snacks provided by Our Lady's Child Care Center. We do not have a way to sterilize water so parents are asked to provide an appropriate number of bottles filled with pre-measured sterile water each day. A can of powder formula can be left at the center so that the teachers can add the specified amount to the water. Breast milk must be labeled with your child's name on it and the date and put directly in the refrigerator. All bottles will be warmed in a cup of hot tap water. Please bring enough for one full day plus one extra. Baby food will be served from a small dish and not from the baby food jar. All staff will wash their hands and wear gloves before handling any food or bottles. S/he will read the name on the food container/bottle, match it to the child being fed and show it to the other staff member present. When both staff members are satisfied that they have the correct food container/bottle for the correct child, both will initial the infant Feeding Schedule. The item will then be warmed and the name on the item will again be matched to the child being fed. If a staff member is alone in the classroom, s/he will check the name on the food container/bottle to the child being fed and then initial the feeding schedule, warm the food and recheck the name on the container to the child being fed and re-initial the Infant Feeding schedule. If at any time an infant is accidentally fed the wrong food, the director and the parents of the children's food involved must be called immediately. At no time will a child be force fed or refused food for any reason. Infants shall be held while being fed until they are mature enough to sit in a high chair. They will sit in the high chairs for meals until they are mature enough to safely sit at the table. At no time will a child be laid down with a bottle or have a bottle propped up.

DIAPERING

Parents must supply diapers, wipes and ointment for their child. We cannot powder your child as the dust from the powder gets in the air and it makes it difficult to breathe. Children will be changed on a regular schedule and/or as needed. Children will be changed on the changing table with a clean paper under the child each time. The table will be disinfected after each diaper change. Soiled materials will be placed in the proper receptacle. Teachers and children will thoroughly wash their hands after each diaper change. Soiled non-disposable diapers will be placed in a sealed plastic container labeled with the child's name and returned to the child's parents at the end of the day.

INFANT SLEEPING

Each infant will be assigned to a crib to sleep in which will be labeled with his/her name on it. This crib will not be shared with another infant. Crib sheets will be supplied by the center and will be washed weekly or as the need arises. Each crib mattress will be washed, disinfected each time the sheet is changed. Parents must supply blankets; Pillows are not allowed in cribs. Children will be placed on their backs to sleep. A blanket may be used but it must be tucked in at the foot of the bed and cannot come up higher than the child's chest. Any infant sleeping will be checked on every 15 minutes. Infants will be put to sleep according to their own sleeping schedule. At no time will a child be left in a crib to cry him/her self to sleep or used as a punishment. If there is a fire or fire drill all infants are placed in the evacuation crib and pushed outside to safety. The evacuation crib is assigned to a child for sleeping in. Upon returning to the classroom the crib sheet will be changed and the crib mattress will be disinfected.

SAFE SLEEP POLICY

In order to provide for the health and well-being of all infants enrolled in this program, we have developed a policy that is designed to create a safe setting for all infants and that describes our plans for sleep positions, alternate sleep positions, sleep environments and supervision.

Sleep positions-

- Infants will be placed flat on their backs to sleep.
- If a parent requests an alternate sleeping position for their infant then they must obtain a written order from the child's physician that specifically indicates an alternate sleep position and a time frame for how long the instructions are to be followed. A description of the alternate sleep position without identifying specific medical information will be posted on the child's crib. A copy of the written order from the physician will be placed in the child's file.

- If we learn during enrollment that an infant has been sleeping in an alternate sleep position we will obtain written parental permission to seek advice from the child's pediatrician about the best and safest way to transition the child to the back to sleep position. We will also ask the parent to supply documentation from the child's pediatrician with the information.
- If a physician requests that the infant's head be elevated, the parent should submit written instructions from the physician that includes how the crib should be raised such as raising the mattress at one end or raising the crib at one end.
- Infants will not be placed on their side for sleep. Devices such as wedges or infant positioners will not be used.
- Swaddling will only be done for newborns up to 8 weeks of age or younger if the infant is able to move and escape the swaddle.
- Infants will not be placed in cribs while drinking bottles.
- American Academy of Pediatrics has encouraged the use of pacifiers as a way to help reduce the risk of SIDS. Infants who use pacifiers will be offered the pacifier when they are placed to sleep. The pacifier will not be put back in their mouth if it falls out while the infant is asleep. should check the pacifiers periodically for tears and clean and maintain them as required.
- After being placed on their back to sleep an infant who can easily turn over from back to front and front to back may remain in whatever position they prefer to sleep.

SLEEP ENVIRONMENT

- This program will only use U. S. Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.
- Each infant under 12 months of age must have their own individual crib. This includes siblings, twins and triplets.
- Crib slats will be less than 2 3/8 inches apart.
- Corner posts on cribs should not be higher than 1/16 of an inch.
- The program will pay close attention and follow the manufacturers' weight and height requirements when assigning an infant to a crib/port-a-crib.
- Infants will be placed to sleep in a crib designated for that child only.
- Mattresses are covered with snug fitted sheets. Sheets will be changed as they become soiled and on Friday. Each time a sheet is changed the mattress will be cleaned and sanitized.
- Cribs will be free from loose bedding, toys and other soft objects. This includes but is not limited to pillows, quilts, comforters, sheep skins, bumper pads and/or stuffed toys.

- If an infant has a toy or blanket used to help them fall asleep, this is allowable only if a staff person stands next to the crib monitoring the infant until he/she is asleep. As soon as the infant is asleep, the toy should be removed.

- Infants who fall asleep in highchairs, bouncers, swings, car seats or other equipment will be removed from such equipment and placed in a safe sleep environment.

- To prevent infants from overheating the temperature in the room will be monitored and any outdoor or excessive clothing will be removed. Sleep clothing such as sleepers, sleep sacks and wearable blankets may be used as an alternative.

- If a light blanket is used the infant's feet should be placed at the foot of the crib. The blanket should be tightly tucked along the sides and foot of the mattress. The blanket should not come up higher than the infant's chest.

- Bibs and pacifiers will not be tied around the infant's neck or clipped to their clothing during sleep.

- Smoking is not allowed in or near the program.

SUPERVISION

- All children including infants enrolled in our program will be provided adequate supervision that ensures their health and safety. Staff must be able to visually supervise infants without obstructions such as blankets draped over the sides of cribs, shelving units or other class room furnishings.

- All rooms will have sufficient lighting to allow staff to monitor infants at all times, including during sleep.

Staff will be trained in the program's safe sleep policy and review the information with all staff periodically.

INFANT TOYS

Once an infant becomes mobile he/she gets into everything. Supplying your own toys sounds good but the mobile children will like the other toys too. We will have an assortment of toys for your child to play with. Each day the toys will be washed and sprayed with a bleach solution to help prevent the spread of germs. If we see a child mouthing a toy we will remove it after the child is done mouthing it and replace it with a clean toy.

CHILD'S PROGRESS

We keep parents updated and involved through progress reports (every six months), parent/teacher conferences, special meetings, and monthly newsletters. Children with special needs and infants will receive progress reports every three months.

BEHAVIOR GUIDANCE

Children are encouraged to participate in the establishment of rules, policies, and procedures as far as is appropriate to their age and level of understanding. During circle and group time, there will be an ongoing discussion of appropriate and inappropriate behavior. All children will be treated equally and with respect. In order to maintain a sense of continuity, we will follow a specific behavior guidance policy.

Effective child guidance begins long before problems start. Teachers have to assess their own attitudes and behavior, the program environment, the daily schedule, and the rules they expect the children to follow. Teachers need to have a working knowledge of child growth and development; model the kind of social skills they want to see; plan how to use the classroom and the outdoor environments to help the children learn sharing and cooperation skills; how to adapt the day's activities, (including transitions), to be more responsive to the children; and question the expectations of the children in their care is realistic.

Teachers need to provide interesting activities that challenge the children daily. There needs to be enough activities available so that children are busy and not waiting. Transitions are difficult times for children. Teachers need to warn children ahead of time that the transition will be happening, help the child that usually has a more difficult time with transitions, give children simple tasks that they can complete and have consistent routines.

Teachers need to model appropriate behaviors and positive attitudes. They will do this by focusing on the positive. Teachers will tell the children what they want them to do, need them to do or expect them to do. The focus will not be on what they don't want them to do.

Ex: A teacher might say, "I need you to use gentle touches with our friends." The teacher might even show the child what gentles hands are. The teacher will not say, "Don't hit."

Positive rewards will be given through praise, stickers and classroom recognition. Teachers will work with the children on completing tasks such as cleaning up. They will also teach the children nice ways to interact with the other children. They will have clear rules and be consistent in applying them.

It is important that the teacher learn about the child and family history. Each child is unique and some require different cues, understanding, and different techniques to help that child become successful.

Even with all the planning, challenging situations develop and a teacher must intervene. Children may need help recognizing their feelings and appropriate ways to display these feelings. Often children need help resolving problems so that they may develop the necessary skills to solve problems on their own. Helping children to make good choices will promote self-esteem.

Teachers can reduce opportunities for problem behaviors before they begin by focusing children away from potential problems and expanding efforts towards redirection. They can remind children of the rules as often as necessary and solve problems as they occur. Children need to learn that there are natural consequences for inappropriate actions. Teachers need to know when to intervene and when to ignore the behaviors. Sometimes a teacher may need to ask a child to 'take a break' and pick another activity.

The following are not allowed for any reason:

- corporal punishment, including spanking;
- cruel or severe punishment such as humiliation, verbal or physical abuse, neglect or abusive treatment;
- denial of food;
- using methods such as force feeding;
- disciplining a child for soiling, wetting or not using the toilet; or forcing a child to remain in soiled clothing or forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting;
- Excessive time outs - time outs will not exceed 1 minute for each year of the child's age and must take place within the educator's view;
- Children will not be confined to a chair, swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision.

The Department of Early Education and Care does not allow any licensed child care program to use discipline techniques that require the use of any physical restraints.

Our goals are to provide each child with the ability to succeed by giving them the skills to:

1. Treat one another with kindness, listen to one another and share with one another.
2. Be safe with themselves and with others.
3. Feel good about themselves, develop self-esteem, and become independent.