

WELCOME TO KEENE DAY CARE CENTER

Enclosed is some information we hope you will find helpful. Please let us know if you have any questions.

The KDCC Staff

Keene Day Care Center



Learning to Play, Playing to Learn

KDCC PARENT HANDBOOK

The Keene Day Care Center (KDCC) provides a safe, warm, happy environment that allows for creative and physical growth, socialization and intellectual stimulation while fostering independence and self-esteem. Through the years we have developed a set of basic policies that we hope will help to make your child's stay here a positive experience. We ask for your cooperation and understanding in adhering to these policies and we thank you for your support. If you ever have a question about reasons behind them, please do not hesitate to ask.

COMMUNICATION

PARENT MESSAGES – Each classroom has a system for passing messages back and forth between parents and staff. The teachers can show you the way it is done in your child's classroom. It helps if messages are in writing in addition to being verbally passed on.

EMERGENCY INFORMATION – At all times KDCC must be informed of whom to contact in an emergency. In addition to parent contact information, please supply a back-up emergency person and their phone #. It is imperative that you keep this information up-to-date. If you will be out of town during the day, the Center should be informed. If your home or work information changes please inform the office and your child's teacher so we can contact you, without delay, in an emergency.

PARENT BULLETIN BOARDS – There are parent bulletin boards outside every classroom. You will find a space with your child's name on this board for communication notes. You will also find a classroom list where you will sign your child in and out. It is very important that your child is signed in at drop-off, and signed out at pick-up each day.

PARENT CONFERENCES – Please feel free to communicate with your child's teacher at any time. A parent-teacher conference can be set up at your convenience to discuss any matter.

BOO BOO REPORT – Whenever a child is injured, no matter how small the injury, we complete an accident form that we ask you to read, sign and leave here for our files. This is our assurance that you have been informed, and lets you know who to ask if you have further questions. Our common first aid procedures include washing with soap and water, bandaids, ices, and TLC.

SPECIAL NEEDS - The Keene Day Care Center does not discriminate against children and families with special needs. KDCC works closely with the area early intervention agencies and the area school specialists to meet the needs of every child. If you have concerns about your child's development please talk with your child's teacher and we can make a referral. We at KDCC strive to help our children learn to value diversity and practice caring for each other.

PARENTS ARE WELCOME!!

PARENT VISITS – Parents are welcome to visit the Center at any time. You are welcome to join your child at a mealtime or during any other part of the day. If you plan to come for a meal, please let us know ahead of time so we can provide enough food.

PARENT VOLUNTEERS – Parents are welcome to volunteer – either in the classroom, on a special field trip, or with some fix-it project. Let us know if you have any special skills or talents you would like to share.

POLICIES AND PROCEDURES

ARRIVAL AND DEPARTURE – The staff must keep track of many children at all times. Please help us by letting us know when you arrive and depart with your child. It is important that you come into the classroom with your child in the morning, both to ensure a smooth transition for your child and to give us a chance to pass on any important messages. To ease your child's transition, we suggest that you try whenever possible to have a consistent drop-off time each day.

Plan to arrive by 9:00am. This allows the class to proceed with the day's programming as a group without further interruption. It also helps us adjust staffing needs for the day. We ask you to call if your child will be late, leaving early or out for the day. Inform a teacher if someone other than yourself is to pick up your child, or if there are any restrictions on who may pick up. For your child's safety, we will ask for I.D. if we do not know the person picking up your child. Please remember to sign your child in and out each day.

CUBBIES & HOOKS – We want your child to develop a sense of belonging at KDCC. S/he will have a cubby and a hook for personal possessions. In addition, some classrooms have a place for art work that is ready to go home. Remember to check these special places, and help your child learn to be organized and take responsibility for his/her possessions.

EXTRA CLOTHING – Occasionally the children get wet and/or muddy playing outdoors, especially in winter and spring. It is recommended that parents leave an extra change of clothes – including underwear. These should be labeled with your child's name and kept in his/her cubby. If a child is not toilet-trained, then several extra changes of clothes will be necessary.

***If KDCC clothes are worn by your child during the day, please be sure to wash and return them right away.

OUTDOOR WEAR – We try to have time outside every day, in all types of weather. Therefore, it is important that your child be dressed appropriately for the season. Snow pants, boots and mittens seem to get mixed up easily so please label with your child's name.

If you have any specific requests as to how your child is dressed – either inside or out – especially during changing weather times, let the staff know. Otherwise, we will use our best judgment.

FOOTWEAR – Children need securely fitting shoes to safely participate in running and climbing activities. Slippers, clogs, flip-flops, or slippery-soled shoes are not recommended. In winter, children need boots for outdoors and shoes for indoors – boots are not comfortable for inside activities.

SNACKS, LUNCH, ETC. – We provide breakfast, lunch, and two nutritious snacks daily under guidelines set by USDA Child & Adult Care Food Program (CACFP). Therefore, there is no need for your child to bring food. We use fresh, natural ingredients whenever possible, and seek to minimize the amount of sugar eaten. Please no gum or candy.

Parents are always welcome to join us for lunch at 11:15 - we appreciate advance notice if you plan to come. For your information, menus are posted on the bulletin board outside the kitchen door, as well as the bulletin board in the front hallway.

FOOD ALLERGIES – Children at KDCC are provided with nutritionally balanced meals, which follow guidelines set forth by USDA. Any child who cannot participate completely in our food program must have a physician's note. Booklets on nutrition are available upon request.

NAPTIME – Naptime is from 11:45 to 1:45 daily. To avoid disrupting the quiet atmosphere, please do not arrive during this time. You may wish to leave a small sleeping pillow here, and/or a special blanket from home. In accordance with NH State licensing guidelines, all children participate in naptime. Let us know if your child will be picked up early.

TOYS FROM HOME – Your child may bring a soft cuddly toy for naptime. It must be small enough to fit into the cubby. We do not allow any other types of toys, as they can get lost or broken. Valuables such as jewelry and money should also remain at home. With so many children to attend to, staff cannot be responsible for these extra possessions. We appreciate your help in teaching your child to respect the property of others by sharing this rule of thumb - Bring home only what you have brought from home or made here.

LOST AND FOUND – Although we do what we can to help children keep track of their things, we can not be responsible for lost clothing or possessions. Labeling your child's clothing is very helpful.

HEALTH REGULATIONS & POLICIES

Children must remain excluded from the Center with:

Chicken Pox – For one week after first skin lesions appear.

Measles – For seven days after appearance of rash. We must report any measles-like illness to the State Immunization Program.

Mumps – For nine days from onset of swelling or until swelling has disappeared.

Pediculosis or Head Lice – This condition is somewhat of a problem among children and is considered communicable. You will be notified so you can treat your child and comb out the nits. Exclusion is not required.

Sneezing, a discharging nose, red or watery eyes, sore or inflamed throat, cough, headache, vomiting, diarrhea, malaise, fever of 101 or higher or rash should be looked upon as signs and symptoms leading to suspicion of communicable disease. If you have any suspicion of your child being ill, s/he should not be brought to the Center. We do not exclude children simply because they have any of these symptoms, but if a child is not well enough to participate in all aspects of the program – including outdoor activities – we will ask that you pick up your child.

NOTICE OF ILLNESS – notices are posted when a child in the classroom has a confirmed communicable illness.

PHYSICAL FORM -- A recent physical examination is required prior to entering the program. Children must have a check-up every year thereafter. If a current health form is not on file, a child is subject to being removed from the program until it is received.

MEDICATION POLICY – In order for your child to receive medication, you must fill out and sign the medication list. All medication must be in its original container and be labeled with the child's name and dosage s/he is to receive. The medication will be stored out of reach of children. Never leave medication in your child's cubby. We encourage you to share any health problems your child may have, so that appropriate care can be given.

FOOD FOR THOUGHT

If you can find a path with no obstacles, it probably doesn't lead anywhere.

There is no such thing as failure - it is all feedback.

Don't cry because it's over. Smile because it happened.

You are a human being, not a human was or will be.

Very rarely does pent-up frustration explode into a coherent and meaningful message.

The secret to patience is finding something else to do in the meantime.

What we see depends on what we look for.

There is nothing that can help you understand your beliefs more than trying to explain them to an inquisitive child.

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