

PARENT HANDBOOK

OCTOBER 2009

UPDATED: January 2019



Little Clippers Child Development Center LLC

415 Deer view Avenue
Tiffin, IA 52340
319-545-4033

Hours of Operation

Monday-Friday
6:30 a.m. to 6:00 p.m.

Phone: (319) 545-4033
Fax: (319) 545-4036

Little Clippers accepts enrollments all year round.

We have tried to make the enrollment process as simple as possible.

We encourage you to first schedule a tour and policy orientation of our facility and decide if this is the best fit for your family.

Complete an enrollment application & secure an opening by submitting a non-refundable \$50.00 per child registration fee.

Complete & return an enrollment packet at least a week prior to your expected start date. A two week deposit is also required and must be turned in with your child's enrollment packet.

Our Philosophy:

Thank you for your interest in the Little Clippers Child Development Center. We believe that the first five years of life are the most important in a child's development and learning. Through nurturing and individualized attention, we take great care to provide a warm, friendly, and fun environment for your child, while ensuring they receive the guidance and structure they need. So we developed a program that will encourage children to learn at this important time of his or her life.

Our age-based curriculum features a full day of developmentally appropriate and fun activities where children will develop socially, cognitively, emotionally, and physically. Our weekly lesson plans will change approximately every week and they typically rotate around the calendar. The activities that are chosen are open ended, which means they grow with the level of the individual child. The infants and toddler rooms will have age appropriate activities that allow them to explore and learn through play.

We hope that our program of quality child care may be a real benefit to your child and family. Our goal is to provide a safe and structured environment for children who need child care services. The curriculum provides opportunities for children to participate in activities that will benefit them socially, physically, emotionally and educationally.

Our major concern is the well-being of all our children. We will direct and plan a daily program that is developmentally appropriate for all age levels. Activities are specifically designed to be varied and flexible and planned to be enjoyable, stimulating and motivating.

Hours of Operation:

Monday thru Friday 6:30 am to 6:00 pm.

*Little Clippers Centers are licensed for specific hours of operation, early arrival and late pick-up cannot be allowed.

Holiday Closings:

The Following days Little Clippers will be closed:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday after.
- Christmas Eve and Christmas Day.

*If a holiday lands on a Saturday we will be closed on Friday. If a holiday lands on a Sunday we will closed the following Monday.

In the unlikely event of inclement weather or circumstances beyond our control we will post a closing on **KCRG** channel 9 news.

Groupings:

We have 6 main groups of children at Little Clippers: Lil' Sprouts, Rugrats, Super Tots, Creators, Voluntary Preschool and School-age.

- The Lil' Sprouts are children ages 6 weeks to 12 months.
- The Rugrats are children ages 1 to age 2.
- The Super Tots are children ages 2 to age 3.
- The Creators are children ages 3 to age 4.

- The Voluntary Preschool are children age 4.
- School-age children are ages 5 to age 12.

Ratio:

Little Clippers utilizes the Department of Human Services' minimum requirements to guide our adult to child ratios.

These requirements are as follows:

<u>AGE</u>	<u>MINIMUM RATIO</u>
2 weeks to 2 years	one adult to every four children
2 years	one adult to every six children
3 years	one adult to every eight children
4 years	one adult to every twelve children
5 years to 10 years	one adult to every fifteen children
10 years and over	one adult to every twenty children

Little Clippers has at least one full time Lead Teacher in each age group. The Lead Teacher is responsible for planning and implementing the daily lesson plans following the framework of the Creative Curriculum. The activities must be developmentally appropriate for the skills of the children in the classroom.

The Assistant Teachers are under the direct supervision of the Lead Teachers. The Assistant Teachers are responsible for assisting with the daily in the classroom and also acting as the Lead Teacher in his or her absence.

Daily Sheets:

Parents of infants and toddlers will receive written daily sheets that will provide information about feeding/mealtimes, diapering/toileting, napttime(s), and activities for the day. Daily sheets are sent to parents via email.

Parents of Preschool age children can find a summary of each day's events and activities posted outside the classroom. Upon request, teachers can make copies of this summary for children to take home.

Little Clippers encourages parent and caregivers to speak directly with each other at the beginning and end of each day. Phone calls are encouraged if parents have questions or want additional information on how your child is doing. Naptime is between 12:00pm and 2:30pm daily and is an ideal time for parents to call their child's teacher.

Enrollment Procedures:

A child will be admitted to the program when all necessary, (state required) forms are completed. Parents must complete an enrollment form, a medical consent form, emergency contact sheet, consents & Releases form and provide an immunization record before the start of the first day, as well as a current physical form signed by your physician.

Physical forms are good for one year and need to be completed each year thereafter.

*** 2-week security deposit is required per child and due on or before child start date.**

Tuition:

Tuition is based on the child's age, and the day's childcare is needed. Full-time and part-time are both offered at Little Clippers. Parents needing part-time childcare will choose from our 2 days a week or 3 days a week options. Part-time days are required to remain the same each week. Part-time days are subject to availability and must be determined at the time of enrollment as reflected on the enrollment application. Price subject to change with 60 days advance notice. See Director for tuition rates.

Payment is due in advance of care; a \$5.00 a day late fee will be added to all payments received late. Weekly payments are due no later than 6:00 pm every Wednesday. Monthly payments are due NO later than 6:00 pm on the 5th of each month. Please discuss any questions with the director regarding our tuition policies. Operation costs of the center do not change when children are absent, therefore full payment is due regardless of illness, vacations, holidays or unforeseen interruptions in the normal functioning of the center.

A \$25.00 fee will be assessed for any checks returned for NSF, late fees will also apply. After seven business days of unpaid tuition we reserve the right to terminate our child care agreement and your spot may be filled unless prior arrangements are made with administration. Re-enrollment will be by re-registration and again a security deposit only if space is available.

School-Age Information:

Services for school-age children include a before and after school program and summer program. Both programs are held at our new school-age building located at 801 Buck St Suite B in Tiffin, and conveniently right across the street from our main center. This space is an extension of our main center and is specifically designed for school-age children who are enrolled in our center school-age programs. All policies and information outlined in this handbook (Little Clippers Parent Handbook) apply to all school-age programs.

Little Clippers: School-Age Building

801 Buck St.

Suite B

Tiffin, IA 52340

Phone: (319) 545-2458

Fax: (319) 545-4036

*M-F: 6:30 am to 6:00 pm

Before and after school is provided to children enrolled in our center for grades kindergarten to 5th grade. The center director or staff with a valid driver's license is responsible for driving, more detailed information is given to the parent upon the enrollment of their child. There is a \$25.00 (per child) Registration Fee. Enrollment in the school-age programs as well as registration fee does not carry over from year to year. Please contact a Director for program tuition rates.

- On scheduled school closing (teacher in-service, parent teacher conferences, etc.) there will be a School-age/Voluntary Pre-K sign-up sheet at the front desk. This list reserves a spot for your child on these days. Parents must contact the front desk to place their child on the list to attend Little Clippers for the upcoming scheduled no school day(s). If you do not sign your child up to attend Little Clippers for the scheduled no school day(s) by the deadline, you forfeit your spot. Payment for scheduled no school days is due ahead of time and is an additional fee.
 - \$40/day for no school days, or \$155.00/week *(Full payment for regular tuition must still be paid)*
 - Rates will not be prorated for partial weeks of school
 - We do not guarantee care for days that schools are unexpectedly closed; we will try to accommodate as many children as possible.
 - Tuition includes school delays and/or early dismissals due to inclement weather.

A Summer Program is provided to children enrolled in our center for grades kindergarten to 5th and children who have completed the 4 year old voluntary preschool program. There

is a \$50.00 (per child) Registration Fee. Enrollment in the school-age programs as well as registration fee does not carry over from year to year. Please contact a Director for program tuition rates. Attendance is based on monthly blocks (June/July/August) and subject to availability. Parents will choose which months they want their child to attend. The program begins on June 4th, 2019 and ends on August 23rd, 2019. Months in which you would like your child to attend the program must be decided at the time of enrollment and reflected as such on the Enrollment & Financial agreement. Children must be enrolled for monthly time frames provided by Little Clippers below. No part-time rates available. Requests for customized time frames will not be accepted.

Summer of 2019

JUNE – 4th to 28th

JULY – 1st to 31st

AUGUST – 1st to 23rd

*Full tuition must be paid for the months in which children are enrolled for, regardless of illness, camps, other activities, vacation or holidays.

Late Pick-Up Policy:

The 6:00 p.m. closing time must be respected.

In rare instances when a parent or another designated individual is more than a few minutes late; staff members will initiate the following procedure:

- 1.** Call the child's home and parents' place of work.
- 2.** If no response, call adults designated on the "Emergency Contact Form" to see if someone will come pick up the child.
- 3.** If no arrangement can be made, call the 24 hour abuse hotline number 1-800-362-2178 and they will contact the local Human Services authorities who deal with the matter as child abuse and come to the center to investigate. Abandonment is a form of neglect and therefore considered child abuse.
- 4.** ***A \$10.00 late fee will be charged and an additional \$5.00 for every five minutes or fraction thereof that the child remains at our center after 6:00 p.m.

Late pick-up forms are to be filled out by employee and signed by the parent and left on the office desk.

Dismissal Procedures:

Group childcare is not always the most beneficial child care option for every child. If a child is exhibiting consistently disruptive or dangerous behavior as deemed by the director, we may ask you to withdraw your child.

If center policies are not respected; such as hours of operation, the updating of forms, health policy, etc. or if fees are not paid within the time allotment and notice of late fees and payment are ignored, your child will be discharged from our center.

If a child is absent five or more consecutive days and the center is not contacted or informed about the child's absence, the center will attempt to contact parents. If the center has not been notified with three days after attempted contact has been made, the child will be dismissed from the program. That dismissal will take affect that third day.

Dis-enrollment/Change of Enrollment Status:

A one month **WRITTEN NOTICE** must be given if a child is to change his/her status of enrollment at Little Clippers, or disenrollment for any reason. The change in enrollment status or a child's disenrollment is based on one month from the date the notice is given to our office. Parents are responsible for having all financial obligations taken care of prior to their child's last day of attendance at the center. Families will be billed for any tuition balance due.

Health, Medication and Accident Policy:

Required Forms:

- 1.** Updated Annual Physical Form
- 2.** Updated/Current Immunization Card
- 3.** Updated Emergency Medical Consent Form
- 4.** Action Plan: If child has asthma, allergy or requires an EpiPen

*It is the parent's responsibility to provide current information.

Smoke Free Environment:

Little Clippers is a smoke free environment. Smoking is not allowed in our buildings, in our outside play areas, or in our center vehicles.

Nut & Peanut Free Environment:

Little Clippers is a nut and peanut free environment! No nuts or peanuts, of any kind, are allowed in our buildings, in our outside play areas, or in our center vehicles.

Informing Parents:

The center will post any illnesses on your child's classroom door with the date of possible exposure, symptoms, and information about the specific illness.

If a child needs to leave the center or we feel they need to be seen by medical personnel, but they do not require emergency transportation, we will ask that the parent to pick up the child from the center. The child will remain in the main office on the "sick cot" under direct supervision until the child's ride arrives.

Constant exposure to sick children can frequently result in sick employees and more sick children. The illness cycle is very difficult to break. To prevent increased exposure to illness, the parent or the parent's designee is expected to pick up an ill child from Little Clippers within 45 minutes to an hour.

When minor accidents occur we will provide an accident/Incident report with details on the incident and the steps that were taken and what employee was responding to their child's needs and writing the report.

Incident forms will also be completed if a child displays inappropriate sexualized behavior. The forms will be completed, and parents notified, if their child has been involved. When these instances occur, teachers and staff will provide a greater level of supervision with the child(ren) involved. A parent signature on the report is required. A copy of the written documentation will be given to you and a copy will be kept in the child's folder.

Attendance and Sick Policy:

In order to protect your child, other children, and our staff:

DO NOT bring your child to Little Clippers if he/she has a fever. They will need to be kept home until they are fever free for 24 hours. If your child is sent home he/she cannot return until they are fever free for 24 hours (without fever reducing medication).

A fever is defined as:

- For an infant or child older than 2 months, a fever is a temperature that is above 101 degrees F [38.3 degrees C] by any method.

- For infants younger than 2 months of age a fever is a temperature above 100.4 degrees F [38 degrees C] by any method.
- Temperature readings do not require adjustment for the location where the temperature is taken.

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If your child is vomiting or has uncontrollable diarrhea they need to be kept home. Your child will be sent home if he or she vomits twice or has uncontrollable diarrhea causing multiple clothing changes. DO NOT bring him/her back unless you have a signed, written statement from your physician indicating that it is non-contagious.

If your child has strep throat, impetigo, strep bacterial infection, or any illness considered to be contagious by the Johnson County Health Dept. They need to be kept out of day care for 24 hours after starting the medication.

*Ear infections are not contagious; but symptoms that accompany an ear infection are.

Medication Policy:

Children in child care often need medications including both prescription and nonprescription medications. Little Clippers administration will administer these medications when a parent or guardian completes a written Medication Sheet. The Medication Sheet documents the name of the child, the name and dose of the medication to be given, the exact date(s) and time(s) the medication is to be given, if the medication is to be administered orally or otherwise, and the symptoms or reason for the medication. A parent or guardian must sign this form to validate the information is correct and authorize Little Clippers to administer the medication. If the case of medications that are administered are long term, authorization will be obtained for a period not to exceed the duration of the prescription or 30 days, whichever comes first.

The process is as follows:

1. All medications MUST BE in their original container and clearly labeled with their child's name. Medication prescribed by a physician must be accompanied with the prescription. PARENTS MUST PROVIDE MEDICATION SYRINGES OR SPOON. The center does NOT have these on hand.
2. Parents must fill out and sign a Medication Release Form, these can be obtained in the office, in order for it to be administered. This includes non-prescription drugs, creams, and etc.
3. All medication will be administered by Administration.
4. Please leave your child's medication with the release form on the office desk. You may pick it up at the end of the day at the front office.
5. A Medication Release Form is valid for 30 days.
6. A sample Medication Release Form is available in the office.

*Diaper creams, anti-fungal and teething medications are all considered medications.

Child Abuse:

Section 232.69 of the Iowa Code requires that every employee of a licensed day care or preschool facility who, in the course of employment , reasonably believes a child has suffered sexual abuse, physical abuse, mental injury, child prostitution, denial of critical care, the presence of an illegal drug in the child or the person responsible for the care of a child and in the presence of the child, manufacturers a dangerous substance shall immediately report the suspected abuse directly to the Department of Human Services.

Universal Precautions:

ALL BLOOD AND BODY FLUIDS ARE TO BE TREATED AS POTENTIALLY INFECTIOUS.

All staff must exercise good hygiene practices in the work place. This is for their own health benefit, as well as for providing a positive model for the children in their care as they develop their health and hygiene habits.

Handwashing:

The best possible means to preventing the spread of germs and infectious disease is GOOD hand washing! Key times to wash hands are:

1. After using the toilet yourself or helping children with toileting
2. After nose-blowing (your own and a child's), waterless antiseptic is located outside and in each room for adults when handwashing is not an option. Always wash child's hands with soap and water.
3. Changing diapers and undergarments
4. Before and after providing first aid
5. Before setting tables, serving food, or feeding a child
6. After cleaning up spills, body fluids, or other potentially dangerous material.
7. After removing gloves

Method for Hand washing:

1. Wash hands under running water
2. Use soap and wash all areas of the hands, between fingers, around nail beds, under fingernails, and back of hands
3. Rinse well under running water
4. Dry with disposable towel
5. Use towel to turn off faucet and to open the rest room door & discard

Clean Up:

Disposable gloves should be worn anytime staff needs to clean up a blood spill, vomit, or a child who has had a diarrhea accident. Paper towels should be used for clean ups.

Changing soiled clothes should take place on a non-porous surface which can be disinfected. Diaper changing areas must be disinfected after each use.

Each room has two bottles of a peroxide based disinfectant for cleaning their rooms. One is labeled for cleaning eating surfaces and the other is labeled for changing tables and bathrooms. Bottle are used according to appropriate needs. New solution is mixed daily according to the directions on each bottle.

Put soiled or wet diapers and clothing in a plastic bag and tie securely. Discard of diaper in the trash and send soiled clothing home with the child. Plastic bags are located in each room in the bathroom.

Sharps:

The greatest chance for blood exposure comes from skin punctures from contaminated articles.

1. Use a broom and dustpan to pick up sharp objects like broken glass
2. Dispose of sharp items in puncture resistant containers

Bloody Materials:

Clothing that has been contaminated with blood should be placed in a plastic bag and tied to be sent home. First aid items that have been contaminated or saturated with blood should be placed in a plastic bag or garbage sack and discarded in the trash.

Employee/Enrollee Health Status:

1. Employees with open lesions or broken skin should keep these areas covered.
2. Children with open sores should have these areas covered by a dressing to keep them from being contaminated or from touching others. Medical verification may be necessary to identify what the child has and any further health concerns that the child, parent, and the child care center needs to know.

Food and Drink:

Eating and drinking should not be done in areas where there is potential for exposure to blood borne pathogens.

Personal Protective Equipment:

All personal protective equipment is provided by Little Clippers. Vinyl gloves are used for toileting, diaper changing, and cleaning of rooms. Latex gloves are used when dealing with blood or any type of first aid. Gloves are located in each room and in the office.

Pets:

Animals kept on site will be in good health with no evidence of disease, be of such disposition as to not pose a safety threat to children, and be maintained in a clean and sanitary manner. No ferrets, reptiles, including turtles, or birds of the parrot family will be kept on site. Pets will not be allowed in kitchen or food preparation areas.

Toilet Training:

Little Clippers assists with teaching children how and when to use the toilet. Toilet learning/training, when initiated, will follow a prescribed, sequential plan that is developed and coordinated with the parent's plan for implementation in the home environment and will be based on the child's developmental level rather than age. To help children achieve bowel and bladder control, caregivers will enable children to take an active role in using the toilet when they are physically able to do so and when parents support their children's learning to use the toilet. Staff will take into account the preferences and customs of each child's family. For a child who has not yet learned to use the toilet, Little Clippers will defer toilet learning/training until the child's family is ready to support this learning and the child demonstrates these signs:

- An understanding of the concept of cause and effect;
- An ability to communicate;
- The physical ability to remain dry for up to 2 hours.

Rest Time:

One year olds thru five year olds have a scheduled rest period in the afternoon. This does not mean they have to sleep, but they are required to lie quietly so that others around them may sleep. Please send a blanket with them. If your child needs a special toy to sleep with, please feel free to send it also. These items will only be allowed at rest time. We do ask that these items be placed in the child's cubby if brought daily. Books will be read to the children to help them settle down and then quiet music will be played during the remainder of the rest time. Naptime blankets will be sent home on Fridays to be washed and then please return them on Monday.

Unless the child has a signed note from a physician specifying otherwise, infants will be placed in a supine (back) position for sleeping to lower the risks of Sudden Infant Death Syndrome (SIDS). Soft surfaces and gas-trapping objects such as pillows, quilts, sheepskins or soft bumpers will not be placed under or with an infant for sleeping. When infants can easily turn over from the supine to the prone position, they will be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep. The supine (back) position presents the least risk of SIDS. Once infants develop the motor skills to move from their back to their side or stomach it is safe to put them to sleep on their backs and allow them to adapt to whatever position makes them comfortable.

Clothing Change:

We allow the children to explore and engage in “messy activities”. Please do not bring your children in dress clothes, but in comfortable everyday clothing. Thongs and clogs are dangerous to play in, so be sure to have an appropriate pair of shoes for outdoor play. Please bring at least one complete clothing change for your child. We do keep extra clothing here in case of emergency and will use them when necessary. Then please return them as soon as possible. Diapers, ointments and powders that are needed should also be provided. Each item must be labeled with the child’s name. Check your child’s cubby at the change of seasons to be certain your child has an appropriate change of clothes. We do go outside every day, so dress your child appropriately.

Items Needed by Children Upon Entering:

1. Seasonal change of clothing. (Including socks & underwear)
2. 2 naptime blankets (1 to lay on, 1 to cover up with)
3. Wet Wipes (depending on age)
4. Diapers or pull-ups (depending on age)
5. Infant Formula or Breast milk

Toys:

We ask that children do not bring toys from home to Little Clippers as these can be more difficult to share. We cannot be responsible for any such items which might be lost or broken. Exceptions of course are soft dolls, teddy bears, or “favorite” blankets which may be a comfort for napping. We do NOT allow toy guns/weapons at Little Clippers.

Visitation & Access:

We encourage all parents to drop in and visit the center whenever possible during hours of operation. The only exception to this policy is if there is a no contact order in effect. A copy of this order must be on file at the center. Parents are always welcome to accompany us on field trips or special activities.

On occasion we have students from surrounding colleges observing or participating in activities with the children. Any outside visitor must have prior consent from administration to be present on the premises. Most Early Education students have passed a mandatory background check as outlined in sub rule **109.6(6)**. **However, all visitors are supervised by Lead Teachers and Assistants and are not allowed under any circumstances to be left unattended with children.**

Access Policy:

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

- Any person in the center who is not an owner, 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 for whom that person is not the parent, guardian, or custodian, nor 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 the teacher assistant due to a 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 their Director or Site Supervisor or another management staff 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 persons 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.

- A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
- Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
- Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.
- The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
- If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 - The precise location in the center where the sex offender may be present.
 - The reason for the sex offender’s presence at the facility.
 - The duration of the sex offender’s presence.
 - Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 - The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

Signing In & Out:

Parents must deliver their child to his/her room and make verbal contact with your child’s caregiver before leaving. The same policy applies when picking up your child.

There will be a sign in/out kiosk upon entering the center. This is where parents must sign their child in and out daily. Parents will be registered into the system by a Little Clippers Administration upon enrollment.

Please check your child’s cubby or file folder, for any items that need to be taken home, read, or paperwork that may need to be returned.

Pick-Up Permission Forms:

When someone other than a parent/guardian, who is listed on a child's enrollment forms, will be picking a child up from Little Clippers, a Pick-Up Permission Form **MUST** be filled out, and left with the Front Desk or child's teacher. This form must be filled out, even if the individual is listed as an Emergency Contact Person. Please inform the individual to bring identification. These forms are available on the "parent board" when needed. No child will be released without a completed form.

Meal Time:

Little Clippers serves breakfast, lunch, and afternoon snack. We follow the State of Iowa's Child and Adult Care Food Program (CACFP). The program is designed to give children a broad experience with food and encourage them to try all food groups with the goal of establishing healthy eating practices that they will carry into adulthood. Little Clippers kitchen staff prepares all of the meals and snacks to meet the CACFP standards.

We will make food substitutions for your child if the child has an allergy, or a medical condition that restricts certain foods. The restriction must be submitted in writing to staff. If the restriction is due to an allergy or medical condition then we must receive documentation by a physician. The physician must provide a list of appropriate substitutions if the restriction involves one or more of the required food groups.

Breakfast is served to children arriving before 8:30 a.m. A hot lunch is served at 11:30. We work hard to make mealtimes an enjoyable learning experience. Children under three have their plates filled for them while the children three years and older are served family style so that they can learn how to serve themselves and pour their own milk. All children are encouraged to try each food on their plate. If the child does not like something or is not hungry, a clean plate is not mandatory and the child is not forced to try something that they dislike. Food is never withheld as a disciplinary tactic.

Food "Brought From Home" Policy:

Parents are allowed to bring food for special occasions. If you bring home-made treats you must bring a list of the ingredients so that the teacher can screen for any food allergies that a classmate may have. If the treats are prepackaged and store bought you should bring the ingredient list on the package. Foods that are perishable shall be maintained to avoid contamination or spoilage in the refrigerator located in the infant room.

***No nuts or peanuts, of any kind are allowed in our building, in our outside play areas, or in our center vehicles.

Field Trip Policy:

Field trips are an important and regular part of our Little Clippers program. We try to use our community resources as best we can and coordinate different experience with our program curriculum.

We will use one of the two following modes of transportation, depending on the location of the field trip.

1. **Walking:** We use a rope with loops for holding, a stop sign for helping us cross streets safely when needed, one teacher leading/one teacher following/remaining teacher(s) supervising.
2. **Vans:** We have 15 passenger vans that we use for trips that we cannot reach any other way. Children under the age of six shall be secured in a federally approved child restraint system.

Drivers of vehicles shall possess a valid driver's license and be an employee of Little Clippers. If more than seven children are in the bus, 2 adults will accompany those children.

The state of Iowa staff ratio requirements will be maintained, plus one additional staff or adult/parent volunteer.

Behavior Guidelines:

Little Clippers Child Development Center works best for all children when a safe and orderly environment exists. To provide a safe, positive learning environment, staff will assist each child in becoming familiar with childcare rules and expectations. When a child's behavior does not meet acceptable standards, we will consider the following circumstances:

- The child's age and developmental level
- The child's past behavior and pattern of behavior
- The seriousness of the problem / harm

There are certain behaviors that are clearly unacceptable. Disciplinary action will be taken when:

- Hurts another child or adult
- Destroys toys, books, etc.
- Fails to recognize the authority of an adult and is disrespectful verbally or physically.
- Uses inappropriate language

If a child has difficulty in following these guidelines, the following techniques will be used to reinforce expectations:

- Time-out is given
- Suspended privileges from special activities
- Parent/staff meeting

These guidelines are provided to assure the safety and welfare of children and staff. Parents, children and care providers are expected to show mutual respect in resolving unacceptable behavior.

* However, as a last resort, we reserve the right to send a child home if he/she poses a threat to themselves, staff or other children and if they continually damage or destroy daycare property.

Biting Policy:

A child biting other children is one of the most common and most difficult behaviors in group child care. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. Children discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

Response to biting:

1. The biter is immediately removed with no emotion, using words such as “biting is not okay– it hurts.” Little Clippers avoids any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is not allowed to return to the play and is talked to on a level that the child can understand. “I can see that you want that truck, but I can’t let you hurt him. We don’t put our teeth on people.”
3. Redirect the child to other play.
4. Write an accident report and notify the parents.

If biting continues:

1. Room staff meet with the director on a routine basis for advice, support and strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Let all parents know that there is a problem and the procedures that will be followed to deal with it.
4. “Shadow” children who indicate a tendency to bite:
 - Head off biting situations before they occur.
 - Teach non-biting responses to situations and reinforce appropriate behavior.
 - Adapt the program to better fit the individual child’s needs.
5. “Shadow” children who have a tendency to be bitten:
 - Teach responses to potential biting situations: “No” or “Don’t hurt me!”
6. Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
7. Hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
8. Consider early transition of a child “stuck” in a biting behavior pattern for a change of environment, if developmentally appropriate.
9. Prepare the parents of the biting child for the possibility that the child may have to be removed from the Center and help them to make contingency plans.

All biting incidents will be documented on an accident/incident form that will need to be signed by the parents. The parents will receive a copy of their form and the originals will remain at the center in each child's file. The parents of each child will receive a form in regards to what occurred and how the matter was handled.

*Please understand that we are not allowed to disclose the name of the child who is responsible for biting.

We will attend to the bitten child by comforting and then cleaning the bitten area with soap and water; ice will be applied to reduce swelling & bruising. Depending on the severity of the bite staff will determine whether a phone call to the bitten child's parents is necessary.

If for any reason you have trouble understanding any of this information or there is a language barrier Little Clippers works closely with the following resources to better assist you.

- Grant Wood AEA
- 4 C's Child Care Resource & Referral

Grievance:

It is Little Clippers belief that every employee, parent or participant should be treated with respect and in a fair and just manner at all times.

If at any time an employee, parent or participant believes that they have been treated unfairly in any respect and/or believes that an error has been made in the implementation of policy, practice or condition of employment or placement, then it is the responsibility of that person to inform administration so that the concern can be addressed promptly and effectively;

- It is the responsibility of any supervisor to address any grievance and to investigate and respond to the participant as promptly as possible.
- At no time will any person be penalized or subjected to harassment as a result of filing a grievance.