

Parent Handbook



*Grand View
Preschool and
Child Development Center
&
Grand View Church*

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*Developing the potential of the whole child:
the spirit, the body and the mind*

**GRAND VIEW PRESCHOOL & CHILD DEVELOPMENT CENTER
PARENT HANDBOOK
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Definitions for purpose of this document

Grand View CDC refers to Grand View Preschool & Child Development Center and includes all programs and classrooms.

Grand View Church refers to Grand View United Methodist Church and it's religious programs.

Grand View refers to all programs and activities that happen at Grand View United Methodist Church and include Grand View Preschool & Child Development Center, Grand View United Methdoist Church religious and social activities, Sunday School, Youth programs, Women's groups, Men's groups, dinners, etc.

CDC Board refers to the volunteers serving as the Board of Directors for the Grand View Preschool & Child Development Center.

Director is the person hired to be responsible for the overall functions of the center, including supervising staff, designing curriculum and administering programs.

On-Site Supervisor is the person responsible for the daily supervision of the center. The Director functions as the On-Site Supervisor. The assistant director will be the acting On-Site Supervisor if the Director is off premises. If both are off site an Interim On-Site Supervisor will be assigned.

Staff refers to all hired personel with job duties related to Grand View CDC.

Lead Teacher(s) refers to teaching staff hired to lead each classroom.

Teaching Staff refers to both Lead Teachers and Assistants working directly with children and counted in staff/child ratios.

Administrative Staff refers to those primarily working in the office and are only counted in staff/child ratio if they are substituting in a classroom.

Parents refers to biological parents or those persons with legal custody or guardianship of the child.

MISSION STATEMENT

Developing the potential of the whole child:
The spirit, the body and the mind

VISION STATEMENT

Grand View Preschool and Child Development Center provides a nurturing environment of staff and families, which aims to support, through the Montessori/Christian environment, the development of each child’s potential through activities that promote independence, physical coordination, emotional growth, social competence, cognitive preparation and spiritual nourishment.

GOALS

Encourage independence, self-initiated activities, and self-discipline through a created environment.

To encourage freedom of movement and activities that promote the physical coordination of both small and large motor movements, self-help skills, and eye-hand coordination.

To maintain an environment where children are competent individuals who can solve their own problems, learn at their own pace and in their own style, and achieve self-confidence in their own abilities.

To create a mixed-aged, social environment where children learn cooperation, sharing and respect for one another.

To provide learning experiences that stimulate the child’s curiosity, sensory development, thinking and reasoning skills, memory, language development, and knowledge of the of the world around him/her.

To learn the stories of our Christian faith in a loving community and celebrating the beliefs of other faiths.

To create a Montessori community that shares knowledge of Montessori practice and principles between staff, parents, and the wider community.

DIVERSITY STATEMENT

At Grand View we see great value in sharing the life and learning experiences of people from many different backgrounds. We are a community of learners sharing unique experiences and diverse perspectives. All of us are enriched by the experience of each of us. We maintain an environment that is attractive and nurturing to a diverse community. We learn best when challenged with choice. We have a deep and abiding respect for those aspects of life that challenge us to live together and to develop as individuals.

2.1 Pastor’s Welcome

Dear Parents,

One of the joys of this church, in response to Jesus’ words to welcome the little children, is our preschool & child development program. We have the privilege of helping meet the needs of your children in creative ways.

The Methodists initiated the concept of “Sunday School” in the 1700’s when there were no labor laws for children who worked six days of the week in the mines and factories. The Bible was one of the only mass-produced books available and the Methodists used it to teach children to read and write as well as to teach the stories of the Judeo-Christian tradition.

Times have changed, but not our emphasis on children or education. Our continued interest in education has led to four United Methodist related colleges in Iowa. Most major colleges and universities in this country have a Wesley Foundation, a United Methodist ministry to college students.

At Grand View, our goal is to operate our program to the highest standards and from the perspective of ministry with children and their families. Tina Nauman, the Director, has a strong interest in children and her experience in education and in the church helps her bring a unique gift to our preschool program.

For your information, Methodists find themselves among the mainline Protestant denominations and are one of the larger denominations in the country. Methodists were among the early settlers in America and among the early settlers on this side of the Mississippi. The town of Asbury and Asbury Road in Dubuque are named after Francis Asbury, an early Methodist circuit rider preacher in this country. The town of Epworth is named after the town in which John and Charles Wesley, the initiators the Methodist Church were born. Our heritage includes an openness to all religious persuasions. To quote John Wesley, "if you love God and you love your neighbor, I offer you the right hand of fellowship". We are privileged to offer "the right hand of fellowship" to you in the partnership of raising our children. If you would like to learn more about our unique place within the Christian tradition or more information about Grand View's other ministries, please contact the church office .

*Blessings,
James L. Dotson
Pastor*

2.2 Grand View United Methodist Church information

Families are always welcome to participate at Grand View at any level. There is never any pressure to attend worship services or any social function. However, we do want you to know that you are welcome at any and all events. You and your family are a very important part of Grand View. We view Grand View as a whole body with many parts. The members of Grand View Church are one part of that body. The Child Development Center is another important part of that whole body that is "Grand View". Grand View offers activities for the whole family as well as the individual. We have fun, recreational activities. We can help you with pastoral needs. The pastor can visit with you about baptisms. Grand View wants to offer activities that meet the needs of today's families. We want to offer a safe place for families to gather and enjoy each other as much as the event itself.

Sunday School meets from 9:15 – 10:45 on Sunday mornings during the school year so the children can learn the stories of the Christian faith in a loving environment. Sunday School is open to all children from any faith or for those just beginning to explore their faith. You do not have to be a member of Grand View Church. There are no fees. We welcome all children!

For Adults

There are short-term and long-term small groups, classes, choirs and many other activities available. Watch the monthly Grand Viewer for more information.

For the Family

Worship services:

8:00 – traditional service

9:30 – contemporary, informal service

11:00 – traditional service

Child care is available during the 9:30 and 11:00 service for no fee.

PROGRAM PHILOSOPHY

POLICY NO.: 3

3.1 Overview

Grand View CDC offers a Christian, Montessori program for children birth through preschool. Our program is a child-centered program. This differentiates a Montessori classroom from most other daycares and preschools. Individualized, hands-on learning happens in a program designed to meet each child's unique needs.

Our facilities have been designed with the children's safety as a top priority. Both the physical building and our regulations are geared toward offering the safest environment possible.

Grand View CDC uses the principles of Dr. Maria Montessori, physician and educator. Fundamental to all of Dr. Montessori's ideas is respect for the child and his/her ability to learn. Given the opportunity and freedom to learn from the earliest years, the child will become an adult capable of creatively handling the challenges of the

future. The habits and skills which a child develops in a Montessori classroom serve for a lifetime in the pursuit of knowledge.

3.2 Birth to two years old

We provide the opportunity for infants to explore life in a loving, peaceful, un-pressured environment. Our gentle guidance brings out the young child’s natural curiosity resulting in learning, with no obstacles. Just as a mother nurtures her newborn, our teaching staff creates the ideal atmosphere of unconditional love in which learning thrives.

3.3 Two through Preschool

Grand View CDC’s preschool programs are designed to give children the opportunity to learn, play, share, and grow in an environment designed just for them. Our philosophy of education is based on each child’s developmental and individual uniqueness. This special approach enables each child to become empowered as (s)he develops a positive self-concept and attitude.

3.4 Elementary summer program

Grand View’s summer elementary program is open primarily to students who attended preschool at Grand View. Other enrollment is by special permission and based upon the student’s ability to adapt to our Montessori environment. The activities will include advanced Montessori materials as well as other educational experiences, field trips, mentoring of younger children and extensive outdoor play time.

3.5 Grand View CDC and Christianity in the classroom

Our Christian program respects the beliefs of all denominations and those who have no church affiliation but appreciate the value of a Christian education. We welcome all children and their families to experience the Grand View community.

There is nothing strictly “Methodist” in any of our teaching. Most of our families are not members of Grand View Church. Our families have a variety of religious backgrounds with some attending other houses of worship and others not attending any church. Everyone is welcome at Grand View Church. We encourage and help children learn to cherish self, one another, and the world around them. We want them to know that each child is God’s unique marvel. We say a simple prayer of thanks before snack and meals. We read children’s stories and sing songs that refer to Bible stories and general Christian beliefs of God’s love for us.

LICENSING INFORMATION

POLICY NO.: 4

4.1 We are licensed by the state of Iowa through the Department of Human Services. A copy of the Iowa Department of Human Services Licensing Standards for child care centers and preschools is available upon request from the Director.

4.2 We are an accredited Montessori School and belong to the Montessori Institute of America. Our goal is that all lead staff be certified or are in training to be certified through the American Montessori Society (AMS), Montessori Accreditation Council for Teacher Education (MACTE), or equivalent Montessori certification.

4.3 We participate in the Iowa Quality Rating System, a voluntary program which recognizes child care facilities who work to continually raise the quality of the care they are providing.

4.4 The Director is a member of National Association of Education of Young Children (NAEYC) and holds her National Administrators Certification (NAC).

4.5 We participate in and receive funding from the federal Child and Adult Care Food Program (CACFP).

ENROLLMENT

POLICY NO.: 5

Enrollment at Grand View CDC is open to children from 6 weeks through Preschool, and older children who participate in our Elementary summer program. Enrollment shall be granted without regard to a child’s race, color, creed, religion, national origin, or gender; and without regard to a parent’s or guardian’s race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Children with disabilities will be evaluated on an individual basis. Grand View strives to meet the needs of all children and will make reasonable accommodations under the Americans with Disabilities Act, if requested. Limitation of accommodations may exist for children whose needs require extreme facility modifications or specialized staffing beyond the capability of the facility's resources.

Parents apply for enrollment of their child in Grand View CDC by completing the Enrollment Application. If an immediate enrollment cannot be confirmed, your child will be placed on a waiting list for the program requested. Once confirmed an enrollment fee and tuition deposit is due. The enrollment fee is non-refundable.

Initial enrollment is contingent upon receipt of the tuition deposit fee, immunization records and signed Parent Handbook Receipt form with an agreement to pay all fees.

Continued enrollment at Grand View CDC is contingent upon annual updates of the emergency medical consent form and other required forms, as well as adherence to the policies and procedures of Grand View CDC as outlined in this handbook including, but not limited to, timely payment of all fees and tuition, and yearly proof of the enrolled child's medical physical or update.

Parents are required to notify Grand View CDC immediately, should any of the information collected at the time of enrollment, or any time thereafter, change.

TUITION

POLICY NO.: 6

6.1 Tuition Fees

All parents are required to sign a Parent Handbook and Fee Agreement prior to enrollment of their child in Grand View CDC. The Agreement is the form that is signed indicating you have received, read and agree to abide by the policies in the Parent Handbook. Because we have many children with varying schedules, the Director will make the final decision on whether the family will be charged a monthly tuition fee, hourly fee or a combination.

6.2 Tuition Deposit

All families pay a one-time deposit for each child enrolled equal to the first tuition payment. This deposit will be applied to the final payment during the last year the child attends Grand View CDC. Example: If a child enters at 6 weeks and leaves after preschool, the family will pay a deposit equal to the first week's payment. That amount will be applied to the last tuition payment. The deposit is only refunded when used to pay the final payment at Grand View CDC. See Policy 11 for withdrawal information. Exceptions are made for families receiving government subsidy payments for childcare, e.g., Human Services, Promise Jobs, Dubuque Empowerment Scholarship or Respite Care. At any time the family does not receive those services, they will be required to pay the Tuition Deposit.

6.3 Tuition Payment Options

Cash, check, money order, or automatic bank withdrawal or may be used to pay tuition. Receipts will be given, when requested, for tuition payments made by cash. All cash payments must be handed directly to the Director, Assistant Director, or other Administrative Staff. There may be a fee charged for tuition checks returned by the bank. At this time, we are not able to accept any credit cards.

6.4 Monthly charges

If your child is in the preschool program and not needing full time extended care, you will pay a monthly tuition fee. For your convenience, the tuition fee is divided into equal payments that are payable monthly. Tuition is due on or before the first of each month. We encourage parents to take advantage of automatic bank withdrawals. There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations or inclement weather.

6.5 Weekly charges

For children using extended care, you will pay an hourly fee due by Friday. We encourage parents to take advantage of automatic bank withdrawals which are done twice a month. There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations or inclement weather. We do have a minimum weekly charge for all people paying an hourly fee (no monthly tuition fee). If your child's attendance would result in a bill less than the minimum fee, the minimum fee will be billed.

6.6 Late tuition payments

Timely payments are essential for continued enrollment at Grand View CDC. Non-payment of tuition is grounds for dismissal from the program. If payment is not submitted on time, it is the parent's responsibility to contact the director immediately for consultation. If tuition payment is consistently late we reserve the right to require payment by automatic withdrawal from your bank for the child to remain in the program. Late fees may be charged on unpaid balances based on the full extent of the law.

6.7 Subsidies

Grand View CDC accepts a limited number of child care subsidies. The parent must complete all required paperwork on time to continue enrollment at Grand View CDC. The parent must also sign a Fee Agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies. When a child eligible for subsidies applies to Grand View CDC, the enrollment fee will need to be paid but not the tuition deposit. If the child care subsidy is discontinued, the tuition deposit will be due.

6.8 Scholarships

Grand View CDC offers a limited scholarship program to families who meet qualification guidelines. For a copy of the scholarship application and guidelines contact a member of the Administrative Staff. Administrative Staff can also give you information about additional scholarship funding available through other sources.

6.9 Sibling discount

Grand View CDC offers a multiple child discount for families on private pay who have one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted 5%. For example: If a family has three children attending Grand View, the youngest child pays the full tuition rate. The 2nd child pays 95% of his/her tuition rate, and the 3rd child pays 90% of his/her tuition rate. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

CONFIDENTIALITY

POLICY NO.: 7

Our Confidentiality Policy protects every child's privacy.

7.1 Sharing Confidential Information within Grand View

Within Grand View CDC, confidential and sensitive information will only be shared with staff who "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents and/or children will not be shared with parents, as Grand View CDC strives to protect everyone's right of privacy. Staff of Grand View CDC are strictly prohibited from discussing anything about another child with you.

7.2 Sharing Confidential Information outside of Grand View

Outside of Grand View CDC, confidential and sensitive information about a child will only be shared when the parent of the child has given expressed written consent, except where otherwise provided for by law.

7.3 Sharing Confidential Information between Parents

We ask that parents respect every child's privacy and not discuss sensitive information with any other parent or staff. Abusing this policy may lead to dismissal of your child(ren) from our program.

7.4 Photographs and videos

Because we have parents who have not given permission for their child to be photographed, parents should not take photos or videos of children without permission from staff. Our music program is video-taped by a professional and sold to parents. If you do not want your child video-taped during this program you must speak to Administrative Staff.

MANDATORY REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT

POLICY NO.: 8

Under the Child Protective Services Act, mandatory reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The staff of Grand View CDC is considered mandatory reporters, under this law. The staff of Grand View CDC is not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious

marks, behavior, or condition prior to making a report. Under the Act, mandatory reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandatory reporters, the staff of Grand View CDC cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Children who exhibit behavior consistent with an abusive situation

PARENT CODE OF CONDUCT

POLICY NO.: 9

One of the goals of Grand View CDC is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the staff of Grand View CDC, but is the responsibility of each and every parent or other adult. Parents are requested to act in a manner that fosters this ideal environment. Grand View CDC requests the parents of enrolled children to behave in a manner consistent with graciousness, courtesy, and respect at all times.

9.1 Smoking

For the health of all staff and children, Grand View's facility and property are smoke-free environments.

9.2 Security and safety procedures

Parents are asked to follow all safety procedures at all times. These procedures are designed not as inconveniences, but to protect the welfare and best interest of the staff and children of Grand View CDC.

Please be particularly mindful of Grand View CDC entrance procedures. We all like to be polite; however, we need to be careful to not allow unauthorized individuals into the Grand View CDC secured area. Holding the security door open for the person following you may be polite; however, that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person. If another person goes through the security door as you enter please report the situation to a staff person immediately.

The time clock is to be used by adults only. Releasing the door is to be done by adults only. The "adults only" rule is essential to the integrity of the system in providing safety and security for the children. Do not share your ID CODE with anyone. Only the people assigned the code should use the code.

PARENT'S RIGHT TO IMMEDIATE ACCESS

POLICY NO.: 10

As provided by law, parents of a child at Grand View CDC are entitled to immediate access, without prior notice.

Visitors, other than parents, are asked to schedule appointments with the Director, and are allowed in the secure program area only at the discretion of the Director. Staff of Grand View CDC will accompany visitors at all times.

WITHDRAWING A CHILD

POLICY NO.: 11

Four weeks written notice is required when withdrawing a child. If the proper notice is given, your tuition deposit will be used for the last billing period. If the required notice is not given, parents may lose some or all of their tuition deposit.

COURT ORDERS AFFECTING ENROLLED CHILDREN

POLICY NO.: 12

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Grand View CDC must be provided with a certified copy of the most recent order and all amendments. The orders of the court will be strictly followed.

In the absence of a court order on file with Grand View CDC, both parents shall be afforded equal access to their child as stipulated by law. Grand View CDC can not, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Grand View CDC suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access.

ARRIVAL PROCEDURES

POLICY NO.: 13

For the safety of the children, all children should remain in a seat belt or car seat until (s)he is ready to exit the vehicle.

13.1 Arrival at 9:00 and 1:00

Teaching staff will bring children in from the cars from 8:55 – 9:05 and 12:55 – 1:05. Cars should form a line and pull up to the side door. Children should not arrive more than five minutes before class begins. Children who arrive earlier will be placed in our extended care program and applicable fees will be charged.

13.2 Extended care arrival

Upon arrival at Grand View CDC, the parent or other adult should bring the child into the building, use the time clock to sign the child in, and then escort the child to his/her designated classroom. Do not let a child enter the building or walk down the hall to his/her room alone. Children must be accompanied by an adult at all times in the building or outside.

13.3 Other arrival information including anxious children, bringing medication, giving special instructions.

If your child is anxious about being left, we have found it best for parents to tell the child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye. This will prepare the child for the parent's departure. The staff present in the classroom will comfort and assist the child through this anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The teaching staff is available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time. An anxious parent is encouraged to call and ask about their child.

Parents are asked to notify Grand View CDC in writing of any special instructions or needs for the child's day. These special instructions include but are not limited to: early pick up time, alternative pick up person, health issues, or any general issues of concern about which the child care providers should be aware to best meet the needs of your child throughout the day.

13.4 Notification of absence, late arrivals or early pick up

Parents are asked to inform Grand View CDC as soon as it is known if a child:

- will not attend
- will arrive later than scheduled time
- will leave earlier than scheduled time

This will enable Grand View CDC to more effectively maintain appropriate ratios and help the teaching staff effectively plan for the day. If information is known before or after Grand View CDC operating hours, a message may be left on voice mail.

If your child is ill, we request that you notify Grand View CDC not only of the absence, but also of the nature of the illness. This enables our staff to keep track of any illnesses. If your child has a communicable disease, we ask that you share the diagnosis so that the parents of the children in the school may be notified that a communicable disease is present. Only the communicable disease information will be shared, not the name of the child. Grand View CDC will take all measures necessary to protect your child's confidentiality. In the event of a communicable disease, an informational note will be posted by the time-clock.

RIGHT TO REFUSE ADMISSION OR TO DISMISS A CHILD

POLICY NO.: 14

Grand View CDC reserves the right, without explanation, to dismiss or refuse admission of a child for the day or from the program permanently.

Possible reasons for the refusal of admission or dismissal include, but are not limited to:

- 1. Lack of staff to maintain appropriate Staff to Child Ratios.
- 2. Staff believes the child meets illness exclusion criteria.
- 3. Domestic situations that present a safety risk to the child, staff, or other children enrolled at Grand View CDC.
- 4. Parents' failure to maintain accurate, up to date records.
- 5. Parents' failure to follow program policies.

PICK UP PROCEDURES

POLICY NO.: 15

15.1 Pick up procedures

Staff may ask to see a photo ID at any time of any person picking up a child, including parents. As a part of continued staff training, Grand View CDC has a policy of performing spot checks of photo IDs throughout the year.

Parents or other authorized adults are required to sign their child out of care. Persons picking up a child should come in unless other arrangements have been made. Once the child has been signed out and the teaching staff has released the child, the parent or other authorized adult is then solely responsible for supervising the child while on the premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms, and/or playground without parent supervision.

All children should be in a safety seat upon dismissal before the car is started.

15.2 Reporting Incidents/Accidents/Relevant Behaviors

When picking up, the parent or authorized adult will be asked to sign any incident/accident/behavior reports. The classroom teaching staff will be able to briefly discuss the matter with the authorized pick-up adult at this dismissal time. Should you feel, however, that it is necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date, as the teaching staff is responsible for supervising the remaining children in the classroom or playground. A telephone conference may be scheduled if the parent(s)/guardian(s) are unable to meet during the course of the day.

15.3 Dismissal at 11:30 and 3:30.

The parent or authorized pick-up person picking up your child at the end of the preschool program should come in and wait in the hallway outside of the child's classroom. The side door will be unlocked at 11:25 and 3:25. Parents should not come into the classrooms or peer in the doors, as this causes the children to be disrupted. The teaching staff will bring the children out to you. The classroom teaching staff will be able to briefly discuss the child's day with the authorized pick-up adult at this dismissal time. Should you feel, however, that it is necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date, as the teaching staff is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled if the parent(s)/guardian(s) are unable to meet during the course of the day. Children should be signed out and picked up promptly at the end of class. Children who are picked up late will be placed in our extended care program and applicable fees will be charged.

15.4 Dismissal of extended care children

The parent or authorized pick-up person should come to the classroom or playground to pick up the child. The parent or authorized adult should use the timeclock to sign the child out as they leave, in addition to signing the child out on the sign-out sheet.

15.5 Late pick-up procedures and fees

Although our hours are 6 am to 6 pm, we open when the first regularly scheduled extended care child arrives, which may be later than 6 am. Grand View CDC is closed when the last regularly scheduled extended care child leaves, which may be earlier than 6 pm.

We understand that situations happen that can cause any parent to be unexpectedly late such as traffic, slow check out lines, miscommunication about who is picking up a child, a meeting or appointment that runs late, etc., but we hope that you understand that when you are late we must make special arrangements for teaching

staff to remain until your child has been released to an authorized adult. Teaching staff staying late or extra teaching staff called in may cause great inconvenience if he/she is late picking up his/her own child or cause an appointment to be missed.

Please call if you know that you are going to be late to pick up your child. A staff member needs to explain to your child what has happened since your child may be upset if you do not arrive as usual. Administrative staff will also need to be sure we can approve the request and while still meeting teaching staff/child ratios.

Late pickup fees begin after the end of class or scheduled departure. The time clock in the main hallway by the security doors is the official clock used to calculate all fees.

Late pickup fees will be the normal per hour fee if staff/child ratios are maintained and it is during normal extended care hours. If the late pick-up causes the child to be extended over the lunch time, the child will be served lunch and applicable fees will be assessed.

If an additional teaching staff is needed to maintain ratios, or if the child must be cared for after the last scheduled child has left, then a fee of up to \$1 per minute may be assessed.

15.6 Persons appearing to be impaired by drugs or alcohol

Should a parent appear to be under the influence of drugs and/or alcohol at pick-up time, the staff will contact local police and/or the other parent. The parent's right to immediate access does not permit Grand View CDC to deny a parent access to his/her child, even if the parent is or appears to be impaired. However, Grand View CDC staff will delay the impaired person as long as possible, while contacting the other parent, the local police, and/or Human Services.

Any other authorized pick-up person who attempts to pick-up a child who appears to the staff of Grand View CDC to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Grand View CDC will contact the child's parents to notify them of the situation. Police will be notified, if needed, to assure the safety of children and staff.

15.7 Emergency Contacts and Authorized Pick-ups

At enrollment, parents will complete an Emergency Contact form that includes individuals to contact in the event that parents cannot be reached. Parents must include at least one other person who is available to pick up your child in case of illness or emergency. In an emergency situation, or if the child becomes ill, the child's parents will be called first. If they can not be reached, staff will call the person(s) listed as Emergency Contact to pick up the child. Every child must have at least one person, in addition to parents, listed as an Emergency Contact. If contacted, this person(s) will be given pertinent information to explain the reason for picking up the child. This person(s) must be regularly available and willing to pick up the child in case of emergency or illness.

At enrollment, parents will be asked to list all persons given permission to pick up the child. This differs from an Emergency Contact person in that we will not call them if your child is ill or in case of an emergency, but it gives our staff permission to release your child for transportation from our premises.

Because of our confidentiality policy we will never discuss confidential matters pertaining to your child with anyone picking up your child unless you have given staff permission to do so. This includes, but is not limited to, incident/accident/behavior reports, financial information, and behavior issues. In the absence of this designation, the people authorized for transportation are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them. The only exception to this policy is our communications with an emergency contact person who will be given only the information as to why they are being contacted to pick up the child.

For the safety of the children, all people, including parents, picking up a child may be required to provide a government issued photo ID, such as a driver's license, prior to Grand View CDC releasing the child. There will be no exceptions to this rule. Continued staff training includes photo ID spot checks throughout the year of all pick-up people, including parents.

All changes and/or additions to the people authorized to transport your child must be made in writing and be dated and signed. Only parents have the right to make changes or additions to this form. Step-parents do not have the right to make changes to children's records unless court papers are on file.

Grand View CDC reserves the right to refuse release of a child to any person, except parents, for any reason, including, but not limited to, violations of Grand View CDC's policies and procedures and suspicion of intoxication. It is the responsibility of the parent to inform each person authorized to transport of Grand View CDC's policies and procedures.

EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION POLICY NO.: 16

In the event of an emergency closing and/or inclement weather, parents should call the office for information. Please call 582-1125 for a recorded message with details of cancellations. Should Grand View CDC need to close for any reason, tuition will not be refunded or reduced. Grand View CDC has the right to close at any time for any reason.

16.1 Extended Care Children

Grand View CDC will make every attempt to stay open for children attending extended care hours to meet child care needs of working parents. We will close or have limited care if we cannot have adequate teaching staff to meet required state teaching staff/child ratios.

16.2 Preschool Only Children

Because of the likelihood of limited teaching staff and dangerous traveling conditions, preschool programs (9:00-11:30 & 1:00-3:30) will cancel if Dubuque Community Schools cancel. We will open on time if Dubuque Community Schools have a delayed start due to inclement weather; we do not have delayed start of half-day classes. If Dubuque Community Schools have an early release due to inclement weather, our afternoon class will cancel if the announcement is made before the start of class.

16.3 Closing Grand View CDC during the day

Should Grand View CDC need to close in the middle of the day; the staff will first attempt to reach the child's parent to arrange pick up. Should the staff be unable to reach the parent, the person(s) listed as Emergency Contact(s) will be called to pick up. At the time of the call, Grand View CDC Staff will notify the parent or Emergency Contact person of the pick up location, should the children need to be evacuated from Grand View CDC. The parent or Emergency Contact should report directly to the alternate location, if one is indicated.

16.4 Extreme heat

Because our building is air-conditioned, we will not cancel due to extreme heat unless there is a loss of electricity.

PRESCHOOL PROGRAM INFORMATION POLICY NO.: 17

17.1 Daily activities

Infants/Toddlers

We provide the opportunity for infants to explore life in a loving, peaceful, unpressured environment. Our gentle guidance brings out the young child's natural curiosity and the result is learning, with no obstacles. Just as mother nurtures her newborn, our teaching staff create the ideal atmosphere of unconditional love in which learning thrives. The Grand View Infant Program has 2 separate rooms for infants. The Nido is the Italian word meaning "the nest." The Nido protects and provides learning experiences for babies 6 weeks to approximately 12 months old. The Garden, is where children, 12-24 months, are nurtured as they grow. Our teaching staff are sensitive, caring and receptive to each child's uniqueness and individual needs. In both programs children enjoy learning activities, music, stories and outside time that is appropriate for their age. Through all the activities children discover that learning and making friends is fun!

Preschool

Half- and full-day children, age 2 and older, enjoy language, math, practical life, sensorial, science, geography, and art activities as well as group time for sharing, music, stories and to go outside. Through all the activities children discover that learning and making friends is fun!

Children, age 4 and older, with appropriate learning readiness, advanced concentration skills, and approval from their Lead Teacher may participate in our Extended Day program. This program is a pre-kindergarten program emphasizing the more advanced Montessori materials.

Children attending primarily the preschool program, 9-11:30 or 1:00-3:30 with or without lunch will follow our calendar based on the Dubuque Community School calendar. Children will not attend on days set aside for conferences, in-service training. We also follow the Dubuque Community School calendar for holidays. Children attending our Extended Care program will schedule their children for those non-school days by returning schedule information sent home with your child a couple of weeks prior to those dates.

17.2 Curriculum

PRACTICAL LIFE helps children develop skills to care for themselves as well as their environment.

SENSORIAL helps children refine sense perceptions of color, texture, shape, and dimension. Children learn to observe, compare, discriminate, reason, decide, and problem-solve.

LANGUAGE activities help children develop vocabulary, reading, and writing readiness.

MATH helps children develop systematic, logical, and mathematical thinking.

SCIENCES AND GEOGRAPHY helps children study the world in which they live.

MUSIC and PHYSICAL MOVEMENT both help children express emotions as well as develop a sense of rhythm, pitch, and melody and coordination skills.

ART helps children develop visual creativity through exploration of the various art media.

CHRISTIAN EDUCATION helps children understand the world around them and develops a foundation of their Christian learning experiences.

17.3 Adjustment & expectations

The period of adjustment for a child into the program varies. Some will want to try every activity the first day and others might want to observe other children working. This might continue for a week or more.

Although the child enjoys the activities as if they were at play, activities are referred to as "work". This work is just as important as work that parents do. The product of the classroom is the child, not the paperwork that is produced. The growth within the child occurs during the process of an activity. The quality and quantity of written work may or may not reflect the growth that has taken place. Please do not place too much emphasis on the papers brought home. There are other results that may be less tangible but more important, such as your child's growth in self-confidence and independence. If your child brings work home, look at it and let your child tell you about it if (s)he wishes. Please do not make critical remarks about the work. You may notice errors in your child's work and we are aware of them, too. We will use other materials that enable your child to eventually correct these errors. Please keep your child's work in a special place so that it may be enjoyed and progress may be seen during the year.

17.4 Room assignments

Grand View CDC reserves the right to place any child in a class which matches his/her developmental needs. Parent(s) may request a class, but final decisions are made by the Director. The Director considers schedule, boy/girl ratios and age balance within each class when assigning children to a class. We will try to meet each family's scheduling needs, but acceptance to any class is based upon scheduling of all children.

17.5 Teaching staff to child ratios

All teaching staff ratios will meet or be less than the following state requirements.

Infants (6 weeks to two years old): 1:4

Two years: 1:6

Three years through preschool: 1:12

Elementary (ages 5-10): 1:15

17.6 Nap/rest time

All children who are at the Grand View CDC for longer than 6 hours are required by state law to have a nap or short rest time. Bedding will be supplied by the Grand View CDC and laundered weekly or more as needed. If a parent supplies a small blanket or small travel-size pillow, it must be labeled with the child's first and last

name and left at Grand View. A child may bring a small stuffed animal about the size of a Beanie Baby only to be used at nap time. We encourage children to nap but if your child does not nap, the rest time may include quiet work in the room, reading, story-telling, yoga, or other quiet activities. It is up to the Director to make the final decision after consultation with staff and parents as to whether the child is assigned to the nap room or allowed to take a short rest before joining the afternoon preschool program.

17.7 Educational/personal supplies

Parent supply diapers, wipes and changes of clothing for children who are wearing diapers. Parents are to supply formula, breast milk and baby food until then child is on table food.

Grand View CDC supplies all school supplies except for the child's school bag. The school bag should be of sufficient size for papers, hat and mittens. We encourage simplicity of design of the school bag and have found a canvas tote to be ideal.

17.8 School bags

Children should always carry some type of school bag. We encourage simple cloth bags. Children will use the bag to take papers home. The following items should be brought to school daily:

1. Change of clothing stored in a labeled Zip Loc Bag
2. Optional if child naps: small blanket, travel-size pillow and Beanie Baby-sized stuffed animal. Grand View supplies sheets and a blanket to all children who nap.
3. Fall, Winter and Spring: Slippers, hat, mittens, snow pants, and boots.



The following items should NOT be in the school bag:

1. Toys other than small nap stuffed animal optional for nap time.
2. Food of any kind. Grand View supplies all food.
3. Papers that have not been taken out of the school bag for days and days.

17.9 Birthday/holiday celebrations

Children's birthdays may be celebrated on the actual birth date or the closest day of attendance to it. If your child's birthday is in the summer and (s)he is not attending then, we will celebrate un-birthdays. We will supply a special birthday treat and the child will receive a birthday gift. We have several children with food allergies and need to be the sole provider of foods for our students. For the safety of our children, we ask that families respect this policy and do not send birthday or holiday treats with your child.

17.10 Birthday Invitations and Gifts. Because the feelings of young children are very tender and hurts occur easily we ask that you hand any birthday invitations directly to the teaching staff. She will place them in the parent's folders outside of the classrooms. We ask that you do not let your child hand them directly to other children.

17.11 Parent & Teaching Staff Communication and Conferences

Grand View CDC strives for excellent communication among parents, teaching staff and the CDC Board. Parents are encouraged to visit with their child's teaching staff regularly. The teaching staff is always interested in talking about a child's progress. Parents should feel free to initiate questions and express concerns at any time in person, in writing or by phone call, no matter how unimportant they may seem.

Parents are always welcome to visit briefly with teaching staff after class to ask questions about their child and/or to provide relevant information pertaining to their child. Teaching staff are available for a short time after each class for this purpose. But we ask you to keep in mind that our teaching staff is responsible for cleaning rooms and preparing classroom materials for their next classes. They also need a lunch break and rest time so they are fully refreshed for the beginning of the next class. Many of our teaching staff needs to leave after class to pick up their children from school or to attend classes or other jobs. Parents are encouraged to make frequent contact with their child's teaching staff whenever possible, but if there is an issue that parents want to discuss in greater depth or time is needed beyond the few minutes after class, they should schedule a mutually convenient time.

Parents are welcome to stay and visit with each other after class as long as they wish, as long as they remain responsible for their children and keep them in sight and following Grand View CDC's policies. If a child is corrected by staff, please take note of the correction so the problem is not repeated.

We try to reduce the number of interruptions for staff and children in the classrooms by phone calls and other staff entering the classrooms. Phone calls may be directed to administrative staff that will be able to help you or to take a message for classroom staff to contact you outside of their time with the children.

Conferences: Parent/teacher conferences will be held during the fall and spring for children age 2 and up. The purpose of each conference is to acquaint the parent(s)/guardian(s) with their child's lead teacher and to promote dialogue between parents and teaching staff for the benefit of the child. Although we schedule conferences in the fall and spring, special conferences may be arranged any time during the year.

Daily communication: All special daily communications must be written and given to teaching staff. Verbal communications are easily misunderstood or forgotten as we greet the children and speak to many parents.

Written communication: You may place written notes or checks in the folder outside of each classroom labeled for teaching staff or office correspondence. You may also hand written notes directly to teaching staff. It is the responsibility of the parent or other pick up person to check the child's folder for correspondence every day. These folders are located outside of each classroom. Please also take the time to read the church newsletter, mailed monthly, for Grand View activities.

17.12 Staff gifts

Each year there are some parents who want to give teaching staff a Christmas or end-of-year gift. The teaching staff greatly appreciates your thoughtfulness and generosity, but has indicated that they would most value a gift to the classroom that both they and the children can enjoy. Please see "Donations" for some very special ways you can show your appreciation.

17.13 Donations

There are some parents who would like to do something a little extra in voluntary support of Grand View CDC and its teaching staff. This can be done in a number of ways. A monetary donation may be made as a special gift to be used for the purchase of needed learning materials or the scholarship fund that supports families with needs of tuition assistance.

- At Christmas, each classroom has a wish list of special classroom materials the teaching staff would like to have. Each item is listed on a gift card. If you see an item you would like to purchase, you may remove the gift card and with your check present it to teaching staff. At other times of the year, please talk to the Lead Teacher or Administrative Staff.
- Give a donation where the need is greatest. An undesignated monetary donation will be accumulated to purchase a larger item for one of the classrooms. You may designate the classroom of your choice.

DISCIPLINE

POLICY NO.: 18

All children should have the same opportunity to discover and create in a safe place. For this reason it is necessary to set up some guidelines. The teaching staff will implement the discipline procedures stated here, which utilize the environment and a variety of techniques.

18.1 Environment

The environment is set up to accommodate the needs of the children. It is our belief that in a setting where needs are met, most of the time the child will feel secure, and behavior problems are minimized.

18.2 Techniques

- a. Praise and other positive cues such as smiling, and spending time with individual children will be consciously used to reinforce appropriate behaviors. Teaching staff will also be appreciative of children's attempts that do not succeed.
- b. Redirection - When practical, teaching staff will suggest alternative choices of activities to avoid conflict. This method is particularly effective for very young children. Redirection will include communication with the child as to how they might handle the situation.
- c. Breather - A breather is appropriate for calming children when their behavior is getting out of hand, before it becomes disruptive or dangerous. It is also used for minor infractions, to remind the child of more appropriate behavior. In a breather, a child sits away from the group and decides himself when he has regained control and is ready to rejoin the group. This method allows the child to exercise self-control, as the expectations are that the child calm himself/herself down. The child also has control in determining the length

of time that is needed. . The Breather will include communication with the child as to how they might handle the situation.

d. Time Out - In a time out, the teaching staff exercises more control, deciding when it will begin, how long it will last and when it is over. Time outs are used when age and developmentally appropriate. They will always involve a discussion of the rule, to make sure the child understands why (s)he is being given a time out. Time outs will be given automatically in cases of violence or where there is danger of the child hurting himself/herself or others.

In all cases a discussion of other ways to behave, emotions involved, various possible solutions to the problem will take place. We have chosen to use time the these methods of discipline because they require communication. They are an opportunity for the teaching staff to promote the learning of verbal and problem solving skills, as well as recognition of and empathy for the needs of other people.

18.3 Additional discipline techniques

If the above techniques are ineffective, the teaching staff will document and contact parent(s)/guardian(s) concerning all behaviors that are inappropriate.

18.4 Inability to adjust

If a child has had difficulty adjusting to the program, then a meeting will be held between the Lead Teacher and parent. At this time they will discuss the situation and problem solve to find a way to help the child benefit from his/her experience at Grand View CDC. If a child is not successfully able to participate and meet the behavioral expectations of the program, another meeting will be held to determine if the child will be able to remain in the program. Lead Staff or Administrative Staff may also meet to discuss any benefits provided from a consultation with Keystone Area Education Agency that partners with local schools, teachers, and parents, to provide services that support Dubuque's children and schools.

TOYS FROM HOME

POLICY NO.: 19

Due to the risk of damage, sharing issues, and loss, children should not bring toys from home, unless specifically requested by the teaching staff for use as part of the curriculum. Parents are responsible for enforcing this policy with their child.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Grand View CDC teaching staff for safety and appropriateness. Any toy or book brought to Grand View CDC should be labeled clearly with the child's first and last name.

DRESS CODE

POLICY NO.: 20

Children are engaged in various activities during the course of the day and some of these activities will be messy. Additionally, weather permitting, children are engaged in outdoor play. Due to these activities, children should dress in seasonably appropriate, comfortable play clothes. Teaching staff is not responsible if clothing becomes damaged due to normal classroom or outdoor activities including playground activities, gluing, cutting with scissors, and painting.

Extended care children and infants will go outside, weather permitting. Children attending just for preschool will go outside, but not necessarily every day of attendance. Time outside may be reduced or eliminated during rain or when heat index or wind chill is in the caution or danger categories. Children should always come prepared to be outside in clothing appropriate for the weather. We use the Child Care Weather Watch as our guideline for reducing or eliminating amount of time spent outside. See attachment.

20.1 Clothing and toileting

Parents are encouraged not to dress children in overalls or clothing with belts. These types of clothing present particular challenges for children in relation to going to the bathroom.

20.2 Winter outdoor clothing

Coats, snow pants, hats that cover ears, mittens, and winter boots must be provided in the winter months. Teaching staff will help the children change into their winter outerwear when they go outdoors. Teaching staff/child ratios do not permit children to stay inside during recess. If the child's doctor requests that the child refrain from physical activity, parents should give a written note to teaching staff, and the child will be

supervised outside accordingly. Scarves should not be worn by children as they present a choking hazard. We suggest attaching mittens to coats by the use of clipping to sleeve or a long piece of elastic running from each mitten through the jacket sleeve. We encourage parents to sew elastic to mittens and string it through the sleeves of their winter coat.

20.3 Shoes

For the child's safety during large motor and outdoor activities, children should not wear hard, slippery soled shoes or open backed shoes or sandals. The most appropriate type of shoes for participation in program activities are rubber-soled, sneakers/tennis shoes.

20.4 Diapers and Wipes

Any child wearing diapers must provide enough diapers for the day. We prefer that you bring in a package of diapers that will be stored on the premises. We will mark the child's initials on the diapers to assure that your child will only wear the diapers you provide. Wipes must also be provided. We will send home a written note when we are running low on diapers or wipes.

20.5 Extra clothes

All children should have a change of clothing, suitable to the season in their backpack at all times. Accidents happen! Water is spilled, a child finds the muddy spot on the playground, paint gets on clothing or a bathroom accident happens. We ask that you pack a shirt, pants, underwear and socks in a large plastic zippered food storage bag that is clearly labeled with the child's first and last name. Extra shoes or slippers are optional. Grand View CDC has a general collection of clothes for children in case of an accident. Should your child be sent home in Grand View clothing, please wash and return promptly. We keep a supply of new underpants on hand. If your child needs to use these, we will charge you for them so we can purchase a new supply. Please do not return the underwear.

20.6 Labeling Clothing

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. Grand View CDC is not responsible for lost or damaged items of clothing.

20.7 Jewelry/Accessories:

Children should not wear jewelry as it can be a safety hazard for your child as well as the other children enrolled in the program. If a child has pierced ears (s)he must wear non-dangling, post earrings only. Grand View CDC will not be responsible for lost or stolen valuables.

20.8 Parent Dress Code

Parents are asked to dress in appropriate clothing while at Grand View CDC or involved in any Grand View sponsored events. Parents wearing high heels, work boots, or shoes with wet/dirty soles, should stop at the door of the classroom. This will reduce the risk of injury to a child on the floor, and because the children are on the floor for much of the day, will help to maintain a clean floor.

FIELD TRIPS

POLICY NO.: 21

Grand View CDC supplements the in-class curriculum with a limited number of off-premise field trips. Parents will be notified before each field trip and are required to give written permission for their child to attend.

Public RTA or Yellow Cab buses and vans transport children for field trips. There is a small cost for the rental of the vehicles and drivers.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's Lead Teacher at least one week prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class.

PARENT VOLUNTEERING & PARTICIPATION

POLICY NO.: 22

Parent(s)/guardian(s) are invited and encouraged to be involved at Grand View CDC. There are many different ways in which parents can participate and volunteer. Parents may volunteer to attend field trips or assist teaching staff in coordinating special events. Some parents apply for approval to help as substitute assistants when teaching staff is absent. Parents not interested in volunteering directly in the classroom may help with

our Scrip program, donate items, help with maintenance, wood-working projects, or classroom prep that can be done from home.

22.1 Volunteers

Any parent who would like to volunteer in the classroom will be required to apply with the administrative staff and to secure all criminal background checks, as required by our licensing regulations. Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order.

22.2 Scrip

Scrip is an all-church fund-raiser and profits benefit all the children’s programs at Grand View. Funds are used to purchase special classroom items and to support our scholarship program.

You will receive 50% profit for tuition credit.

Scrip profits are also returned to family in the form of tuition credit. We return 50% of the profit your purchases generate to you in the form of tuition credit. Some families, who purchase regularly, receive substantial credit deductions to their accounts.

Scrip is a term that means "substitute money".

When families purchase scrip, they are purchasing gift certificates or cards that are used just like cash. The scrip is issued by the national and local retailers where you already shop. These merchants want to support non-profit organizations, and in return ask you to support them by shopping with scrip at their stores. You can use scrip to purchase everyday expenses like food, gas, clothing, and other essentials, and with every purchase, they earn revenue for the children’s programs.

How scrip generates revenue for Grand View.

Because the scrip is purchased with cash up front, the participating retailers offer a substantial discount. We purchase the scrip at a discount, and re-sell the certificates to you for full face value. The bulk of the discount - from two to fifteen percent or more - is retained by Grand View to benefit our children’s programs. Scrip is "shopping cart fundraising".

The reason for the effectiveness of scrip is simple: families generate revenue through purchases they would make anyway. Groceries, clothing, toys, gifts even gasoline can be purchased with scrip. An organization of 150 families easily spends between one and two million dollars per year on food, clothing and other essentials. If these families use scrip for these purchases, they can raise as much as \$40,000 to \$80,000 per year for their organization without spending an additional penny.

Retailers like Scrip, too.

Families who purchase scrip certificates actively support the retailers who participate in this program. The reason is simple... they know that buying from a scrip participating retailer provides a steady source of revenue for their church, school, or non-profit organization.

HEALTH AND SAFETY

POLICY NO.: 23

23.1 Caring for children with allergies, dietary needs, and/or other health conditions

At the time of enrollment, parent(s)/guardian(s) are asked to document any special needs or restrictions their child has. This includes allergies, special diet restrictions, and any other health related conditions/concerns.

When we see your child’s documented health concern, or if at anytime hear of a new health concern, you will be required to complete a Care Plan for Children with Allergies, Special Dietary Needs, and/or other Health Conditions. This form must be completely filled out by the child’s parent(s)/guardian(s) and health care provider and must be updated every year, or more frequently if changes need to be made to the Care Plan. For the yearly update, the parent will meet with a member of Grand View’s administrative staff to discuss the current Care Plan, the ways we are currently meeting the child’s needs, any changes to the child’s health condition, and any changes we need to implement in order to appropriately continue to care for the child.

If the Care Plan indicates that your child needs dietary substitutions for allergies, lifestyle, or any other reason, you must complete an Allergy/Food Exception Statement for the Iowa Child and Adult Care Food Program. This form must also be signed by your child's health care provider.

In addition to completing a Care Plan, parent(s)/guardian(s) must also execute a Release and Waiver of Liability for Administering Treatment to Children with Allergies, Special Dietary Needs, and/or Other Health Conditions. This form releases Grand View CDC from liability for administering authorized treatment or taking other necessary actions set forth in the Care Plan for Children with Allergies, Special Dietary Needs, and/or other Health Conditions form, provided Grand View CDC exercises reasonable care in taking such actions.

Any medication required to treat any health condition must be provided in accordance with the Medication Policy detailed herein.

23.2 Hand washing. We encourage you to implement our hand washing policies for the health of all of our children.

When washing hands with soap and water:

- Wet your hands with clean running water and apply soap. Use warm water.
- Rub hands together to make a lather and scrub all surfaces keeping hands out from the running water.
- Continue rubbing hands for 20 seconds. Need a timer? Sing the following song that we teach to the children.

A hand washing song to the tune of Frere Jacques

Tops and Bottoms, Tops and Bottoms, (Rub top and bottom of hands)

In between, In between, (Rub fingers inside on both hands)

All around your hands, All around your hands, (Just like it says)

Makes them clean. Makes them clean. (Flash all ten fingers)

All around, All around

- Rinse hands well under running water
- Dry your hands using a paper towel or air dryer. If possible, use your paper towel to turn off the faucet

When should children wash their hands?

Some examples are:

- Before preparing or eating food
- Arriving home from public places, outside or other homes
- Visibly dirty
- After going to the bathroom
- After blowing their nose, coughing, or sneezing
- After handling an animal or animal waste
- After handling garbage
- Before and after treating or touching a cut or wound

23.3 Communicable disease

Grand View CDC supports all health/communicable disease policies as recommended by the State of Iowa including the full immunization of children.

Grand View CDC is not responsible for any communicable disease acquired while a child is attending Grand View CDC.

If your child contracts a contagious illness (other than a cold) or has head lice, please inform Grand View CDC so that other parents may be advised. No names will be released, only information about the communicable disease.

Staff and/or a Physician can give information about exclusion and readmission to the program for other communicable diseases not listed in the Illness/Health Guidelines.

Grand View Illness/Health Guidelines

| Symptom | Existing symptoms | Reason for exclusion, if applicable | Readmission criteria, if applicable |
|-------------------------------------|--|---|--|
| Cold Symptoms | <ul style="list-style-type: none"> • Runny/stuffy nose • Scratchy throat • Coughing • Sneezing • Watery eyes • Fever | No, unless <ul style="list-style-type: none"> • Fever and behavior change • Child looks or acts ill • Child has difficulty breathing • Child has blood red or purple rash not associated with injury • The child meets other exclusion criteria | <ul style="list-style-type: none"> • Exclusion criteria are resolved • No fever-reducing medication given within last 6 hours |
| Cough | <ul style="list-style-type: none"> • Dry or wet cough • Runny nose (clear, white, yellow-green) • Sore throat • Throat irritation • Hoarse voice, barking cough | No, unless <ul style="list-style-type: none"> • Severe cough – cannot participate • Rapid and/or difficulty breathing • Wheezing if not evaluated and treated • Cyanosis (ie, blue color of skin & mucous membranes) | Exclusion criteria are resolved |
| Diaper Rash | <ul style="list-style-type: none"> • Red, scaling • Red bumps • Sores • Cracking of skin | No, unless Oozing sores that leak body fluids outside of diaper | Exclusion criteria are resolved |
| Diarrhea | <ul style="list-style-type: none"> • Frequent loose or watery stools compared to child's normal pattern. Breastfed infants may experience loose stools or several days with no stools. • Abdominal cramps • Fever • Generally not feeling well • Sometimes accompanied by vomiting | Yes, if <ul style="list-style-type: none"> • Diarrhea not contained in toilet or diaper • All infants with diarrhea must be excluded unless associated with changes of diet, medications or breastfeeding • Blood/mucous in stool • Abnormal color of stool for child (e.g., all black or very pale) • Jaundice (e.g., yellow skin or eyes) • Fever with behavior change • Looks or acts ill | <ul style="list-style-type: none"> • Cleared to return by health professional if stools remain loose because of meds or tests indicating not communicable • Stool is contained in toilet or diaper • Even if stools stay loose, the child is able to participate & stool consistency has not changed for a week |
| Difficult or Noisy Breathing | <ul style="list-style-type: none"> • Stuffy nose, sore throat, cough • Barking cough, hoarseness, fever, chest discomfort • Gasping noisily for breath with mouth wide open, chin pulled down; high fever; unwilling to lie down • Child working hard to breathe; rapid breathing; space between ribs looks like sucked in • Deep cough, fever, rapid breathing | Yes, if <ul style="list-style-type: none"> • Hard, fast, difficult breathing that does not improve with any medication the program has been instructed to use • Barking cough with fever or behavior change • Chest retractions • Breathing problems make feeding difficult • Looks or acts ill | <ul style="list-style-type: none"> • Cleared to return by health professional • Exclusion criteria are resolved |
| Earache | <ul style="list-style-type: none"> • Fever • Pain or irritability • Difficulty hearing • "Blocked" ears • Drainage | No, unless <ul style="list-style-type: none"> • Unable to participate • Care would compromise staff's ability to care for other children • Fever with behavior change | Exclusion criteria are resolved Note: Ear infections are not contagious. |
| Eye Irritation, Pinkeye | <ul style="list-style-type: none"> • Pink color of whites of eyes and thick yellow/green discharge. • Eyes may be irritated, swollen or crusted after sleep | Yes. There are 2 types of conjunctivitis and we are not qualified to know which kind your child may have No. Eye is pink with clear drainage, no fever, no eye pain or eyelid redness | <ul style="list-style-type: none"> • For bacterial conjunctivitis, on medication for 24 hrs. • Exclusion criteria are resolved |
| Fever | <ul style="list-style-type: none"> • Flushed, tired, irritable, decreased activity, feels hot to touch Warning: Do NOT give aspirin to reduce a fever. Note: Seek medical attention when infant younger than 4 months has an unexplained fever even if no behavior change. Note: Fever alone is not always harmful. It is part of the body's normal defense against infection. | No, unless <ul style="list-style-type: none"> • Accompanied by behavior change and/or other signs of illness • Unable to participate • Care would compromise staff's ability to care for other children • Immunizations received the previous day • Infant under 4 months with high elevated temperature, even if no behavior change Note: Temperature considered elevated, leading to concern of possible disease. These temperatures are actual thermometer readings with no adjustments made. 100 degrees axillary (armpit) 101 degrees orally 102 degrees rectally | <ul style="list-style-type: none"> • Child is on medication (if indicated) • Exclusion criteria are resolved • Able to participate Note: Fever reducing medications may NOT be given prior to bringing a child to the center, as they may artificially cover exclusion symptoms. |
| Headache | <ul style="list-style-type: none"> • Tired and irritable | No, unless Child is unable to participate Note: Notify health professional in case of sudden, severe headache with vomiting or stiff neck | <ul style="list-style-type: none"> • Able to participate |
| Itching | <ul style="list-style-type: none"> • Itchy ring-shaped patches • Blister-like spots • Anal itching • Small insects or white egg sheaths (nits) in hair • Several itchy red bumps • Raised, large, circular, mobile rash | Yes for chickenpox, scabies, impetigo Yes at end of day for ringworm & head lice No, unless skin sores have become infected No, for hives & other skin irritations unless inability to care for child or unable to participate We are unable to diagnose and will exclude if we suspect one of the exclusion "yes" conditions | <ul style="list-style-type: none"> • Seen and cleared by health professional • On medication at least 24 hrs (if indicated) • Able to participate |
| Mouth Sores | <ul style="list-style-type: none"> • White patches on tongue & cheeks • Pain with swallowing • Fever • Yellowish spots in mouth • Swollen neck glands • Fever blister • Cold sore • Ulcers on cheeks or gums • Sore lips | No, unless <ul style="list-style-type: none"> • Drooling steadily related to mouth sores • Unable to participate • Care would compromise staff's ability to care for other children | <ul style="list-style-type: none"> • Child is on medication (if indicated) • Exclusion criteria are resolved • Able to participate |
| Rash | <ul style="list-style-type: none"> • Skin may show similar findings with many different causes. Determining cause of rash requires a competent health professional that takes into account information other than just how the rash looks. | No, unless <ul style="list-style-type: none"> • Rash with behavior change or fever • Has oozing/open wound or infected sores • Has bruising not associated with injury • Has joint pain and rash • Unable to participate | <ul style="list-style-type: none"> • Child is on medication (if indicated) • Exclusion criteria are resolved • Able to participate Note: We may ask for health professional's note if rash does not resolve. |
| Sore Throat | <ul style="list-style-type: none"> • Verbal children will complain of sore throat. Younger children may be irritable with decreased appetite and increased drooling. May see runny nose, cough and congestion. | No, unless <ul style="list-style-type: none"> • Inability to swallow • Excessive drooling with breathing difficulty • Fever with behavior change • The child meets other exclusion criteria | <ul style="list-style-type: none"> • Able to swallow • Able to participate • On medication at least 24 hrs. (if indicated) • Exclusion criteria are resolved |

| | | | |
|-----------------------|---|---|--|
| | <ul style="list-style-type: none"> For strep may see white patches on sides of throat, back of tongue and at back wall of throat. | | |
| Stomachache | <ul style="list-style-type: none"> Vomiting and/or diarrhea and/or cramping. Strep may cause stomachache. Persistent pain in abdomen. | No, unless <ul style="list-style-type: none"> Severe pain causing child to double over or scream Abdominal pain continues for more than 2 hours Abdominal pain after injury Bloody/black stools No urine output for 8 hours Diarrhea or vomiting Yellow skins/eyes Fever with behavior change Looks or acts ill Unable to participate in normal activities | <ul style="list-style-type: none"> Child is on medication (if indicated) Exclusion criteria are resolved Able to participate |
| Swollen Glands | <ul style="list-style-type: none"> Swelling at front or sides of neck, fever, runny nose, sore throat, or other symptoms of respiratory infection. Swollen lymph nodes in groin or under arms; boils or redness, pain and warmth indicating infection in arm or leg on same side as swollen glands. | No, unless <ul style="list-style-type: none"> Difficulty breathing or swallowing Red, tender, warm glands Fever with behavior change | <ul style="list-style-type: none"> Child is on antibiotics (if indicated) Exclusion criteria are resolved Able to participate |
| Vomiting | <ul style="list-style-type: none"> Vomiting Diarrhea Cramping | Yes, if <ul style="list-style-type: none"> Vomited more than 2 times in 24 hrs. Vomiting and fever Vomit that appears green/bloody No urine output in 8 hrs. Recent history of head injury Looks or acts ill May exclude for one episode if known illness already exists in center | <ul style="list-style-type: none"> Vomiting ends |

We appreciate your help by following our health & illness policy. We do what we can to protect all of our children from communicable diseases including hand washing, clean environment, and the exclusion of children with potentially communicable diseases.

These policies are based upon the **Caring For Our Children** national health and safety standards developed by the American Academy of Pediatrics and other health agencies.

Do you need a doctor? Call the Healthy Families Line at 1-800-369-2229. Do you need health coverage for your child? Low cost or free health care coverage may be available for your child through the *Hawk-I* program. *Hawk-I* provides child physical exams for well or ill children, medicine from the doctor, dental and vision services, immunizations, and much more. Call 1-800-257-8563 or visit: www.hawk-i.com. The Lions Club provides financial aid for vision testing and purchase of glasses.

23.4 Ill Child in Attendance

Children often demonstrate signs of being ill outside of school hours. If you suspect that your child is too ill to attend school, or meets any of the exclusion criteria in the previous chart, Grand View CDC staff ask that you find other care for your child until he/she is well enough to return to school. This is for the health and safety of our staff and other children, and also for the comfort of your child. If your child becomes ill while at Grand View, we will notify a parent or emergency contact person.

23.5 Picking up Ill Children

Parents are required to pick up an ill child as soon as possible but not more than 45 minutes after notification by phone unless special arrangements are agreed upon with administrative staff. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange alternate pick up with someone listed on the child's emergency contact form. If a parent cannot be reached, staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Grand View CDC reserves the right to refuse to allow a child to return if the Director or designee believes the child to be too ill to participate in the program, or if the child continues to exhibit any of the exclusion criteria listed on the Illness/Health Guidelines chart.

23.6 Biting

Grand View CDC recognizes that biting is a common developmental behavior for children in the infant through 2 year old classrooms. Parent(s)/guardian(s) with children in these classrooms should expect that their children may bite or be bitten by another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally normal behavior, and that the staff will try to identify situations which provoke or elicit this behavior so it can be prevented in the future. The staff will not punish or harshly discipline children in the younger classrooms for biting behavior. They will redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to reduce this behavior.

Children 3 and over may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe

the child to determine what provokes or elicits this behavior. Parents are expected to cooperate with staff to help their child reduce this behavior.

Parents will be notified by incident/accident/behavior report that a biting incident occurred. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and can not be disclosed.

23.7 Dispensing medication

Grand View CDC will only dispense non-prescription and/or prescription medication that is in original, labeled containers and only after an Authorization to Administer Medication form has been completed. These forms are available in each classroom and in the office. The staff of Grand View CDC will only give medication to the child for whom the form is completed and for whom the medication container is labeled.

The Authorization to Administer Medication form requires the parent to list the child's name and age, health care provider, name and reason for the medication, start and stop date, amount and times to be given, administration route (i.e. oral, topical, etc.), and any side effects for which we should be watching. The form must be signed and dated by a parent. A health care provider or pharmacist's signature is required for every prescription medication, and for non-prescription medications when requested.

One note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the Authorization to Administer Medication form must identify the exact dates the medication is to be given. The medication form is valid for a maximum of thirty days.

23.7.1 Administering non-prescription, "over-the-counter" medication

An Authorization to Administer Medication form must be completed before non-prescription medication is administered to any child in Grand View care.

Non-prescription medication shall be in the original container and labeled with the child's name and original manufacturer's dosing directions. Please ensure that when the child's name is placed on the container it does not cover the dosing directions. We will never administer medication which exceeds the label directions (in dose amount or frequency) for the age of the child, unless it is accompanied by a health care provider's note. We cannot administer the dose based on the child's weight as we do not have an accurate way to measure this. Grand View CDC reserves the right to require a health care provider/pharmacist's approval at any time for any over-the-counter medication.

As the administration of over-the-counter pain medications such as acetaminophen, ibuprofen disguise the symptoms of fevers and/or contagious diseases, we will administer these types of medications for analgesic (pain) purposes only. The specific reason for administering this type of medication must be noted on the Authorization to Administer Medication form. We cannot accept the phrase "as needed" for amount, times, or reason medication is to be administered.

Diaper rash ointments are considered medications and must have an Authorization to Administer Medication form completed.

Sunscreen is considered a medication. At the time of enrollment, each parent is asked on the Authorization form to note if they authorize or do not authorize application of our sunscreen on their child. This is immediately logged in our computer program and classrooms are notified if there is a restriction or if alternative sunscreen will be provided for the child.

23.7.2 Administering Prescription Medication

An Authorization to Administer Medication form must be completed before prescription medication is administered to any child in Grand View care.

Prescription medication shall be in the original container and labeled with the child's name, health care provider's name, name of medication, dosing information, and shall be accompanied by the health care provider or pharmacist's signature on the Authorization to Administer Medication form.

The parent is responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

23.8 Recording Administered Medications

The reverse side of the Authorization to Administer Medication form has a Medication Administration Record. This will be completed by Grand View Staff. Every time a dose of medication is administered to a child, staff will note the date, time, dose (amount), any side effects observed or other comments, and their initials. If a prescribed dose is missed for any reason (i.e. the child is sleeping, absent, etc.), the staff member will note it on the "side effects observed / other comments" line. At the bottom of the page, each staff who administered the medication is required to write their initials and sign their name. This is done to accurately track medication administration and to have a contact person if additional information regarding the administration is needed.

At the end of the course of treatment, the Medication form will be sent to the office and placed in the child's file. It is kept in the file for the entire time the child is attending Grand View. The medication will also be sent home at this time.

23.9 Immunization information

The Department of Public Health requires all children enrolled in a licensed child care center to be immunized against certain diseases. A signed and dated Iowa immunization certificate, approved by the Iowa Department of Public Health shall be on file before a child attends.

A religious exemption may be granted when the parent adheres to a personal, faith-based belief that conflicts with the administering of immunizations. A state exemption card must be on file before the child attends.

The Department of Public Health allows "provisional enrollment" for children who have begun but not completed the required immunizations. Children must have received at least one dose of each of the required vaccines to be provisionally enrolled. A provisional certificate must be signed by an approved health care official and on file at the child care center.

23.10 Health Assessment/Physical

For each child five years of age and younger, a physical examination report, must be submitted within 30 days from the date of admission, signed by a licensed medical doctor, doctor of osteopathy, physician's assistant or advanced registered nurse practitioner. The date of the physical exam shall be no more than 12 months before the first day of attendance. The written report shall include past health history, status of present health including allergies, medications, and acute or chronic conditions, and recommendations for continued care when necessary.

Annually, thereafter, a statement of health condition, shall be submitted that includes any change in functioning, allergies, medications, or acute or chronic conditions.

23.11 Fire/Emergency Drills

Grand View CDC conducts monthly fire and severe weather drills. Other emergency drills and procedures are conducted annually.

23.12 Alternate safe location

Should the staff of Grand View CDC or any emergency services personnel determine the building to be too dangerous to be occupied, the staff and children will be taken to an alternate safe site located on the soccer fields or Steve's Ace Hardware. Once the children are in a safe location, the staff will begin contacting parents or emergency contact persons to arrange for the child to be picked up.

23.13 Incident/Behavior reports

Should your child be involved in an incident or accident during the course of the day, a staff member will complete an Incident/Behavior Report if we believe there is reason for parent notification. The report must be signed at the time of pick up by a parent or person with permission to share information. Otherwise, the report will be sent home in a sealed envelope and should be signed and returned the next day your child attends.

24.1 All age groups:

Grand View participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides funding, training and licensing for child and adult programs.

The only food brought from home should be for infants not yet eating food provided by Grand View CDC or for older children because of special diets or allergies. Grand View has forms that must be completed by parents and signed by a parent and physician. Any food item brought from home must be labeled with your child's name. Grand View CDC does not permit children to share or exchange food items.

No gum or candy should be brought from home. Children arriving before 8:00 am will be offered breakfast. All other children should eat before arriving. Children may not bring breakfast food items in to the building.

For the safety of your child, parents are required to provide notification of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian or organic diets, wheat free/gluten free diets)

Grand View CDC never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

24.2 Infants

Infants must label all food items. This includes formula/breast milk bottles, baby food, snacks, and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child will not run out. Prepared bottles must be stored in the designated refrigerator. All bottles must be taken home by the parents to be sterilized.

Children will not be fed directly from baby food jars, nor will the staff use previously opened baby food. Staff will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded.

Teaching staff will complete a daily report for each child detailing what, when and how much the child ate.

Breastfeeding mothers are welcome to come during the day. Appropriate, private feeding locations will be made available.

24.3 Children eating table food.

Grand View CDC offers children a morning snack, a lunch and an afternoon snack. Grand View CDC serves breakfast for children arriving before 8 am.

All lunches are family style to promote good manners, eating habits and socialization skills. Grand View focuses on developing healthy, well-balanced eating habits. We encourage children to try new food but it is never forced.

Grand View CDC will provide a healthy morning and afternoon snack for children on table food. Snack food items will be nutritional and include fruit, vegetables, cereal, water, 100% juice and/or milk.

A menu is posted near the time clock.

24.4 Peanut allergies

Grand View CDC attempts to limit peanuts and/or foods containing peanut products due to the extreme nature of allergic reactions in some children. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction not only from consuming peanuts or peanut products but from simply smelling peanuts on someone's breath or touching peanut oil residue left on a counter top. Children bringing food from home because of allergies or special diets may not bring items containing peanuts. We do not claim to be a peanut free center.

Grand View CDC is a non-profit, non-discriminatory program. Grand View CDC is directed by the CDM Board that is composed of volunteers that include the director, the pastor, parent representatives, a staff representative, members of Grand View Church and members of the community. The CDC Board determines the policies of Grand View CDC.

All CDC Board meetings are open unless in Executive Session. Visitors may attend but not participate unless placed on the agenda. If at any time, an individual or group wants to be on the CDC Board agenda so they may speak to the CDC Board, the request should be received in writing for scheduling at a future CDC Board meeting.

The CDC Board encourages parents to attend the October open meeting when nominations are accepted for new CDC Board member.

ADOPTING AND AMENDING POLICIES

This Parent Handbook has been adopted by the Child Development Center Board of Directors. The CDC Board can change all policies and practices at any time. The Parent Handbook will be formally reviewed every 2 years with policy reviews as needed. Recommendations for change to the Parent Handbook should be directed to the Director or CDC Board member through written correspondence.

Thank you for taking time to study this booklet. Your cooperation and concerns for the various operations and programs of Grand View CDC are necessary for the success of your children and staff.. Grand View CDC is dedicated to your children.

Grand View United Methodist Church
Grand View Preschool & Child Development Center
3342 John Wesley Dr.
Dubuque, IA 52002

Pastor: Rev. Dr. James Dotson a.k.a. Pastor Jim
Director: Tina Nauman
Secretary: Sue Lafond

| | |
|--------------------------------------|-----------------------|
| Telephone numbers: | |
| Preschool & Child Development Center | Phone: (563) 582-1125 |
| Grand View Church | Phone: (563) 582-8875 |
| FAX number | FAX: (563) 582-3556 |

Email address: GrandviewDubuque@aol.com

Appendix A

INCIDENT REPORT

This form may be used for any accident, injury, event or behavior of a child that needs to be communicated and recorded.

Name of Child _____ Date _____

Staff Member(s) involved: _____

Date/Time of incident; _____ AM PM Other Children involved/Circle one: Yes No

Describe how other children or staff were involved _____

Where did the incident occur? _____

Describe the incident:

___accident involving injury ___aggression ___property destruction ___not following directions
___ incident involving peers ___incident involving staff ___no one else involved in the incident

Was the child/staff injured or is there a potential for a bruise or other mark? Circle one: Yes No

If yes, describe nature and location of injury: _____

Treatment administered: _____

Was a doctor contacted? If yes, describe physician's conversation. _____

Was the child's parent(s) called?

Caregiver Signature

Date

Parent Signature or Authorized Pick-up person

Date

1 COPY TO PARENT OR AUTHORIZED PERSON INCIDENT REPORT/10/2006

1 COPY TO CHILD'S FILE OR INCIDENT FILE

Staff/Preschool & CDM/Preschool/Daily Reports

Schedule Change Form

Date _____ Child(ren)'s name _____

Classroom(s)

___Nido ___Garden ___Treehouse

___PS124 ___PS130 ___PS133 ___PM PS ___Summer Elementary

Additional hours request

| Day | Date | Hours |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Time off notice

| Day | Date | Hours |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Signature of staff completing this form

For Office Use Only

Copies to:

___Classroom teacher(s) ___Approved ___Not Approved

___Office ___Check billing ___Parent(s)

Office Staff Signature

GRAND VIEW

DRESS CODE/SUPPLY INFORMATION

Child's Name: _____ Date: _____

Your child was not dressed properly today for our activities and according to the dress code in the Grand View Parent Handbook or is in need of some supplies. This dress code has been developed with a great deal of thought and through years of experience so children are able to fully participate in our activities. Please stop in the office or speak with your child's teachers if you have any questions. Your child's teacher has marked the area that was a problem today.

_____ Shoes must be non-slip soles in a style that allows running, climbing, jumping, hiking, walking and keeps them safe. Sneakers are best but some sandals with a back strap that fit like a shoe are also acceptable. Movement is an important part of your child's development.

_____ Dress for the weather. A child must be dressed for comfort no matter what the season. Shorts and t-shirt for hot weather. Full winter wear for cold & snowy weather. Remember, even when there is no snow, all of these items are needed to keep your child warm and should be waterproof, zippers that work, warm items.

___ Hat ___ Jacket ___ Mittens ___ Snow pants ___ Boots ___ Other: _____

_____ Dress for bathroom use. We expect children to be developing independence in their use of the toilet. They must be able to undress quickly as children often do not plan ahead. They should also be able to dress themselves after using the toilet.

_____ Classroom and outdoor clothing. We paint, roll in the grass, dig in the sand and many other activities that require ease of movement and clothes that can get stained and dirty. We believe children should never be told or believe they will get in trouble with parents if they are doing these normal preschool activities. Paint on clothing, grass stains on pants and scuff marks on toes of shoes should be expected.

_____ Please label the following item with permanent marker: _____

_____ Diapers are needed. _____ Wipes are needed.

_____ An extra set of clothing that is appropriate for the weather should be kept in school bag. _____

_____ Please have your child bring a school bag every day.

Comment: _____

Name of staff completing form _____

Authorization to Administer Medication

| | |
|--|---|
| Child's Name & Date of Birth: | Health Care Provider's Name (MD, DO, ARNP, PA): |
| Name of Medication: | Reason for Medication: |
| Start Date: | Stop Date: |
| Amount to be given: (cannot exceed label directions) | Times to be given: (cannot exceed label directions; cannot be "as needed") |
| <p>Check all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prescription Medication (must be accompanied by a doctor/pharmacist signature) <input type="checkbox"/> Over-the-counter Medication <input type="checkbox"/> Equipment requiring staff training (i.e. nebulizer, EpiPen, etc.) <input type="checkbox"/> Administer orally <input type="checkbox"/> Administer topically (to skin) <input type="checkbox"/> Administer rectally <input type="checkbox"/> Requires refrigeration | |
| Possible Side Effects: | |
| Special Instructions: | |

_____ Date _____
 Health Care Provider / Pharmacist Signature

_____ Phone Number _____
 Clinic or Pharmacy

The health care provider/pharmacist may sign this form or fax a medication administration authorization form of their own to Grand View Child Development Center at 563-582-3556.

_____ Date _____
 Parent Signature

Prescription medication shall be clearly labeled with the child's name, health care provider's name, name of medication, dosing information, and shall be accompanied by the health care provider or pharmacist's signature.

Non-prescription medication shall be in the original container and labeled with the child's name. Diaper rash ointments are considered medications and must have a signed release. Grand View CDC reserves the right to require a health care provider/pharmacist's approval at any time for any over-the-counter medication.

Please note: The administration of over-the-counter pain medications (acetaminophen, ibuprofen, etc.) may disguise the symptoms of fevers and/or contagious diseases. We will administer these types of medications for analgesic (pain) purposes only.

Appendix E

Wind-Chill Factor Chart (in Fahrenheit)

| | | Wind speed in mph | | | | | | | | |
|-------------|---|-------------------|-----|-----|-----|-----|-----|------|----|----|
| A i r | T e m p e r a t u r e | Calm | 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 |
| | | 50 | 48 | 40 | 36 | 32 | 30 | 28 | 27 | 26 |
| 40 | 37 | 28 | 22 | 18 | 16 | 13 | 11 | 10 | | |
| 30 | 27 | 16 | 9 | 4 | 0 | -2 | -4 | -6 | | |
| 20 | 16 | 4 | -5 | -10 | -15 | -18 | -20 | -21 | | |
| 10 | 6 | -9 | -18 | -25 | -29 | -33 | -35 | -37 | | |
| 0 | -5 | -21 | -36 | -39 | -44 | -48 | -49 | -53 | | |
| -10 | -15 | -33 | -45 | -53 | -59 | -63 | -67 | -69 | | |
| -20 | -29 | -46 | -58 | -67 | -74 | -79 | -82 | -85 | | |
| -30 | -36 | -58 | -72 | -82 | -87 | -94 | -98 | -102 | | |

Wind-Chill
 30° is chilly and generally uncomfortable
 15°-30° is cold
 0°-15° is very cold
 -20° to 0° is bitter cold with significant risk of frostbite
 -20° to -60° is extreme cold and frostbite is likely
 -60° is frigid and exposed skin will freeze in 1 minute

Heat Index Chart (in Fahrenheit)

| | | Relative Humidity (Percent) | | | | | | | | | | | | | | | |
|-------------|---|-----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|
| A i r | T e m p e r a t u r e | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 | 80 | 85 | 90 |
| | | 110 | 108 | 112 | 117 | 123 | 130 | 137 | 143 | 150 | | | | | | | |
| 105 | 102 | 105 | 109 | 113 | 118 | 123 | 129 | 135 | 142 | 149 | | | | | | | |
| 100 | 97 | 99 | 101 | 104 | 107 | 110 | 115 | 120 | 126 | 132 | 138 | 144 | | | | | |
| 95 | 91 | 93 | 94 | 96 | 98 | 101 | 104 | 107 | 110 | 114 | 119 | 124 | 130 | 136 | | | |
| 90 | 86 | 87 | 88 | 90 | 91 | 93 | 95 | 96 | 98 | 100 | 102 | 106 | 109 | 113 | 117 | 122 | |
| 85 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 93 | 95 | 97 | 99 | 102 | |
| 80 | 79 | 77 | 77 | 78 | 79 | 79 | 80 | 81 | 81 | 82 | 83 | 85 | 86 | 86 | 87 | 88 | |
| 75 | 71 | 72 | 72 | 73 | 73 | 74 | 74 | 75 | 75 | 76 | 76 | 77 | 77 | 78 | 78 | 79 | |

Heat Index
 80° or below is considered comfortable
 90° beginning to feel uncomfortable
 100° uncomfortable and may be hazardous
 110° considered dangerous

Child Care Weather Watch

Watching the weather is just part of the job for child care providers. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to attend to the health and safety of children in their care. What clothing, beverages, and sun screen are appropriate? Dress children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). Drinking beverages helps the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high sugar content beverages and soda pop. Sunscreen may be used year around. Use a sunscreen labeled as SPF-15 or higher. Apply sunscreen generously and frequently. Read the label of the sunscreen product. You can also use sunscreen to block harmful rays from the sun. Look for

sunscreen with UVB and UVA ray protection. Have children play in shaded areas or create shade in the play area.

Conditions on chart with no shading means that most children may play outdoors and be comfortable. Child care providers should watch for the child that becomes uncomfortable while playing outdoors.

INFANTS AND TODDLERS Infants/toddlers are unable to tell the child care provider if they are too hot or cold. The infant/toddler may become fussy when uncomfortable. Infants/toddlers tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by using sunscreen and playing in shaded areas. Give beverages while playing outdoors.

YOUNG CHILDREN Use precautions regarding clothing, sunscreen, and beverages. Young children need to be reminded to stop play and drink a beverage and apply more sunscreen.

OLDER CHILDREN Use precautions for clothing, beverages, and sunscreen. The older child needs a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). Apply sunscreen and give beverages while outdoors.

Conditions on charts with **light grey shading** means the child care provider must use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time.

INFANTS AND TODDLERS Child care providers should use the precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.

YOUNG CHILDREN Use the precautions regarding clothing, sunscreen, and beverages. Younger children may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child.

OLDER CHILDREN Use precautions for clothing, sunscreen, and beverages. Use a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids remain important while playing outdoors.

Conditions on chart with **dark grey shading** means that most children should not play outdoors or have reduced outdoor play due to the health risk.

INFANTS/TODDLERS should play indoors and have ample space for large motor play.

YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions.

OLDER CHILDREN may play outdoors for very short periods of time. Child care providers must be vigilant about proper clothing, beverages, and use of sunscreen

SPECIAL NOTE

Grand View staff wants to stress that we have a very windy location. The temperature can be in the above 50 degrees but with a 15-20 mph wind we have a wind chill of 32 degrees!

We follow the temperature and/or wind chill guidelines listed below:

Below 60 degrees temperature or wind chill – jacket or sweatshirt and long pants

Below 50 degrees temperature or wind chill – jacket

Below 32 degrees temperature or wind chill – mittens and hat

Below 15 degrees temperature or wind chill – shortened recess

Below 0 degrees temperature or wind chill – indoor recess

Children must have a jacket with them if temperature and/or wind chill is below 60 degrees.

They can take a jacket off if they get too hot. If it's under 40 degrees they must wear a jacket.

Outdoor play is health-promoting as it releases pent-up energy and removes children from the closed environment where infectious diseases are most likely to spread.

Physical activity helps reduce obesity, a growing problem in the United States.