



PARENT HANDBOOK

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Mission Statement:

Place of Grace Early Learning Center is a faith based childcare center that offers innovative, year round, full day educational preschool as well as infant care. It is at the heart of our vision to offer a program that addresses the whole child. The mission of our childcare center is to provide a safe, loving, and encouraging environment that not only meets children's developmental and academic needs, but also their spiritual needs. As a provider of a creative learning environment, it is our mission to instill confidence, self-worth, and Christian morals in every child. The center will provide a faith based curriculum taught by certified teachers with an emphasis on creative learning and development through various activities such as: games for problem solving, reading, listening, speaking and writing to strengthen vocabulary, creative and discovery learning, literacy development, structured learning in problem solving and logical thinking. We strive to offer every child a "bright beginning for a successful future."

Philosophy of Education:

Children between the ages of birth and age 2 years old experience their world through touch, taste, and sense of security. Place of Grace believes in providing those experiences in a loving, secure, safe and appropriate manner through qualified teachers.

Children between the ages of 2 years old and 6 years old learn best through play. They discover rules of sharing, getting along with others, how to resolve conflicts, how to recognize emotions, how to handle those emotions, how to help others, how to interact appropriately with others - to name just a few. They also learn to foster imagination and creativity through play. Therefore, a large portion of the day will be spent in free choice play and teacher guided play. Play is work to children.

Children over the age of 6 years old take the lessons they have learned in the early years and add to them through experimentation, exploration, creativity, and trial and error. Place of Grace will provide experiences that will foster exploring a topic to its fullest to instill a sense of curiosity in a child who never stops learning.

Place of Grace Early Learning Center will work with any and all children, meeting them at the developmental level they are at and helping them to meet their full potential.

Programs Offered

1. Child Care for ages 6 weeks to 5 years old – Curriculum will incorporate Bible teachings, academics, and socialization
2. Before and After School Care – a schedule will be designed and implemented. Activities will include breakfast for before school care, time to work on homework, quiet time activities, an adult to walk children to bus stop 10 minutes prior to scheduled bus pick up. After school activities will include a snack,

- homework time, free choice time, gross motor activities, arts and crafts activities, and Bible teachings either through a story presented by a teacher, listening to Bible story tapes or watching a Christian video.
3. Football Saturdays – Child care will be available during all home football games. Care will begin 1 hour prior to kickoff time and will extend to 1 hour after the end of the game. Activities will be scheduled that will include structured and unstructured activities one meal and one snack (only if care extends beyond 4 hours).
 4. Parenting classes – will take place every two weeks on a day that is convenient to those who have signed up for the class. Class costs will cover the book and child care (if needed) during the class time.
 5. Other programs will be implemented as there is an interest expressed by either the parents, owners of the center, or the director/assistant director.

****No parent or child will be denied access to any program regardless of race, religion, ethnicity, gender, ability, or sexual orientation.**

Curriculum

Place of Grace Early Learning Center focuses on two types of curriculum for the students in our care. One type is for spiritual growth and the other for academic and developmental growth.

For spiritual growth we are using WEE, Weekday Early Education, which is published by Lifeway. The curriculum we are using for academic and developmental growth is a combination of teaching techniques and curriculums. We are using the teaching styles and techniques based on Reggio Emilia, Creative Curriculum, and Montessori. Activities for the curriculum will be based on mainly the three listed previously and the children's interest during the time in which the teacher is writing lesson plans. Ideas for activities will come from past experience, internet based websites for teachers, and various activity books which highlight the above named styles.

Students will work on developmental issues, helping them to achieve the highest level within the goal area; students will learn about good nutrition and health and participate in an exercise program founded and taught at West Virginia University (WVU) to young children; students will be presented a variety of activities by WVU students, pursuing education degrees, that will spark and captivate their interests; students will learn about different cultures; students will learn different languages which include but are not limited to sign language, Spanish, German, and French (provided WVU students are available to teach German and French); students will work on social skills, sharing, following directions/instructions/rules in a group setting; students will learn letter, name, and number recognition and be able to perform age appropriate math and writing skills; students will learn about science and perform experiments on an age appropriate level; students in the preschool area will be prepared for kindergarten when they leave Place of Grace Early Learning Center.

Students will be evaluated three times throughout the year. The evaluation criteria we use is The Denver Assessment. Only one sheet is used per child. Categories for assessment begin at birth and continue until age 6 years old. The parent will be able to see the growth and achievements made by their child over a number of years on one page.

The use of the Denver Assessment will help teachers to identify learning difficulties and other developmental delays at an early age. This information gives the teacher the advantage to try and help the child overcome those delays and learning difficulties that are reconcilable if caught at an early age.

Admission and Discharge

Admission

Parents wishing to enroll their child at Place of Grace Early Learning Center will fill out all necessary forms as determined by Child Care Licensing Regulations, Place of Grace enrollment form, and submit a \$50 one time, non-refundable registration fee for Monday through Friday care and \$25 for before/after school care and special event days. If a parent has children enrolled in the center for Monday through Friday care then the \$25 registration fee for before/after school care and/or special event days is waived.. Once a space becomes available a meeting will take place between the parent and the director, assistant director, and/or financial director. During this meeting additional paperwork, including a 9, 10, or 12 month contract, will be filled out, a copy of the handbook will be given to the parent, various documents will be required from the parent such as copy of birth certificate, immunization record, goals for the child, allergies, drop off/pick up form, emergency form, any special family considerations, any special considerations for the child, special dietary needs, confidentiality statement, rules of center will be presented to the parent, and a copy of any custody papers. A parent will be given a tour of the center and will meet the child's teacher.

Parent must provide Place of Grace a copy of the child's immunization records and physical form within thirty (30) days of being admitted into the program. Failure to provide documents will result in child being removed from the program until documents can be provided. If documents are not presented within one (1) week after removal from program the child's spot will be filled with another applicant. Parent will be responsible for any and all fees incurred until the child was removed from the center for failure to present documents.

If the child is between the ages of six (6) weeks and three (3) months, parents must provide a signed statement from the child's doctor signifying the child is able to re-enter group care.

The center will also provide to the parent information regarding the center's insurance coverage and pest management control arrangement.

Promotion of Children to Next Class

Children will be promoted to the next class based on child's age. When a child's birthday occurs, provided there is room in the class above where the child current is enrolled, the child will be moved up. There will be no exceptions.

Drop Off Prior to Breakfast/After Breakfast

Children will be fed breakfast according to their class' scheduled time in the multi-purpose room. The child may finish eating food brought into the center that was given during transport or prior to leaving home. However, food must be finished within 5 minutes after arrival at center.

If a child arrives after all breakfasts have been served to all classes, the child will not be served a meal until lunch. Therefore, parents need to make sure their child is fed prior to entering the center if they are dropping them off after breakfast time has ended.

Volunteer Opportunities

Place of Grace Early Learning Center will offer volunteer opportunities for parents and students completing degrees at local colleges and universities.

Volunteer opportunities for parents include Read-A-Loud for ages 18 months through 12 years old, accompanying children on a field trip, providing transportation for a field trip, assist in child's classroom with activities, help to teach a foreign language, present information on family traditions, help to prepare a special meal in your child's classroom, or help with holiday parties.

Parents of clients are subject to a background check prior to volunteering on a regular basis. However, students of universities and colleges are not subject to this rule according to Child Care Licensing Regulations, published July 2007.

Care of Client Children Outside of Center

No employee may care for a client child and accept payment by a parent to 'baby sit' their child after hours at the parent's home or at the employee's home (any place that is not Place of Grace and is after closing hours of the center). If any such activity has occurred and is brought to the director or other owner's attention, the offending employee will be dismissed.

Discharge

A child can be discharged from Place of Grace Early Learning Center for parent's failure to pay tuition fees totaling one month. If the child's space has not already been filled once restitution has been made the child may be reenrolled in the center. A parent who fails to pay tuition again after the child has been reenrolled will automatically be dismissed and will not be allowed to reenroll in the center.

A child can also be discharged from Place of Grace Early Learning Center for severe behavior issues that have been addressed with the parent and all attempts by staff and

director to correct the behaviors have been exhausted. All attempts will be made to work with parent and child prior to discharging a child from care.

A child can be discharged if found to be at fault for causing immediate harm, danger, or injury to another child or the center. Examples of immediate harm include starting a fire, bringing a firearm or knife to the center, stabbing or shooting another child or staff member, beginning fights – especially those that result in first aid needing to be administered, any action resulting in the death of another child or staff member, touching another child or attempting to touch a staff member in an inappropriate manner, or calling in false bomb threats.

A child can be discharged from Place of Grace if found to be at fault for theft of items from center or other children exceeding \$50.00 or breaking and entering the center after hours.

A child can be discharged from Place of Grace if they are in possession of illegal substances or drug paraphernalia.

Grievances/Complaints for Parents

There is an open door policy for grievances of parents. If a parent is experiencing an issue with their child and the child's teacher or other staff member, the parent will bring the issue to the attention of the director. A form will be filled out, stating the nature of the grievance/complaint, a meeting will be held with the staff member it is involving between the director and the staff member. Once the director has had an opportunity to discuss the matter with the staff member, a meeting will be held with the parent, staff member, and director to discuss resolution of issue. A "plan of action" may be written up and will be referred back to on a monthly basis to insure its adherence. If the issue is not resolved within a reasonable amount of time then a meeting between the director and owners will take place and action to be taken will be discussed. Dismissal of staff member could result.

Removal of Child from Program/Breaking of Contract

When a child is admitted into the program a one year contract will be signed by the parent and the director and/or assistant director and/or financial director. If the parent wishes to remove their child from the program for any reason prior to the contract's end a two (2) week notice in writing must be given to the director or financial director. If a two (2) week notice is not given then the parent will be charged and required to pay fees totaling the entirety of the contract. For example, a parent is moving and must break their contract with Place of Grace. However, they did not give a two (2) week notice. There are three (3) months left on the contract. The parent will be required to pay fees incurred for those three (3) months. If a parent does not pay when a contract is broken and no two (2) week notice is given Place of Grace reserves the right to seek legal action against the parent.

If a child is discharged from the program on behalf of Place of Grace Early Learning Center due to any of the reasons mentioned in the section on discharge, the parents will only be responsible for the fees incurred up until the time of discharge. Place of Grace Early Learning Center will give the parent a two (2) week notice in most cases. However, if there is a safety concern a two (2) week notice may not be able to be given. Failure to pay could result in legal actions being taken against the parent.

Behavior Management/Discipline

Place of Grace will use age and developmentally appropriate forms of discipline. Those include:

- *Time out for age 15 months and up. The general rule is 1 minute per year of age.
- *Removal from activity
- *Choices – designed by teacher
- *Talk to child about behavior and how to handle it in the future
- *Equip the child with the tools (words and attitudes) needed to avoid the situation in the future.
- *Gentle reminders
- *Redirection
- *Touch on the shoulder or head
- *Ignoring of behavior if not proving harmful to child or others

****Corporal punishment will not be used or tolerated by any teacher. Corporal punishment used by any teacher will result in immediate dismissal of offending teacher. Corporal punishment is also not allowed to be used by parents while on the premises. Parent's using corporal punishment while on the premises could result in a Child Protective Services (CPS) referral being filed by any staff member who witnesses the act.**

Unusual marks to the child's body, excessive bruising, unexplained injuries or explanations that don't make sense to the nature and severity of the injury, signs of neglect including poor hygiene, wearing the same clothing day after day without being laundered between wearing the clothing, not attending to child's need for food or medical attention, child's behavior this is unusual or inappropriate in social settings, inappropriate touching of self or others (especially during nap times), withdrawn behavior or extreme aggression towards others or self is considered signs of abuse.

****Place of Grace Early Learning Center is a mandated reporter of child abuse. Any act, as seen in the eyes of CPS, as being abusive will be reported. Any unusual marks or excessive bruising observed on the child will also result in a CPS referral**

Meals and Nutrition Policy

Place of Grace Early Learning Center serves breakfast, lunch, and afternoon snack to Monday through Friday enrollees. Place of Grace serves one meal and one snack to Football Saturday/special event enrollees. Meals will be served at time intervals not to exceed every 4 hours.

Meals are prepared according to the state of West Virginia food program.

Children ages birth to three (3) months will be served 4 to 6 ounces of breast milk or formula at breakfast, lunch, and snack/supplement.

Children ages four (4) months to seven (7) months will be served 4 to 6 ounces of breast milk or formula and 0-3 tablespoons of infant cereal breakfast, 4 to 6 ounces of breast milk or formula and 0-3 tablespoons of infant cereal breakfast and 0-3 tablespoons of fruit and/or vegetables for lunch, and 4 to 6 ounces of breast milk or formula for a snack/supplement.

Children eight (8) months to eleven (11) months will be served 6 to 8 ounces of breast milk or formula, 2 to 4 tablespoons of infant cereal and 1 to 4 tablespoons of fruit or vegetables for breakfast, 6 to 8 ounces of breast milk or formula, 2 to 4 tablespoons of infant cereal, 1 to 4 tablespoons of fruit or vegetables, 1 to 4 tablespoons of meat, fish, poultry, egg yolk, cooked dry beans, or peas or ½ to 2 ounces of cheese, or 1 to 4 ounces of cottage cheese, cheese food or cheese spread; and 1 to 4 tablespoons fruit and/or vegetables for lunch. Two to four ounces of formula or breast milk, ½ bread or 0-2 crackers for snack/supplement.

Children between the ages of one (1) year and twelve (12) years will be served milk, juice, cereal or bread and/or a form of protein such as eggs, bacon, or sausage for breakfast.

For lunch this age group will be served milk, one protein, one vegetable, one bread, and one fruit.

For a snack this age group will be served milk or juice, a protein or milk product or bread or fruit or a combination.

Governing Body

A governing body will be constructed and sustained during the life and operation of Place of Grace Early Learning Center. The governing body will consist of at least one (1) “parent of a child currently being served by the center” (pg. 11, Child Care Regulations, July 1, 2007), and/or an “unincorporated, individual licensee (owner) may act as a governing body” (pg. 11, Child Care Regulations, July 1, 2007), and/or the director but only as an ex-officio non-voting member (pg. 11, Child Care Regulations, July 1, 2007).

The governing body shall meet at least four (4) times throughout the year, making notes of the meeting and providing a written copy to be made available to any and all parents of enrolled children, staff members, and owners. Minutes should include date, time, those in attendance, and issues discussed.

Fees

Beginning at 6:10 PM and after, a \$5 fee will be charged for EACH MINUTE beyond for that day for Monday through Friday care. Habitual violation of this rule will result in removal of child from program.

For Special Event care, a \$5 fee will be charged for EACH MINUTE beyond the set end time of care. Failure to pay in either case will result in a police report being generated and legal actions will be pursued. The child of the parent refusing to pay will be removed from the program and denied access to the center for future events.

Tuition for Monday through Friday care is due on a biweekly basis unless other arrangements are made. Place of Grace will accept payment from third parties. Payment for special event care, such as Football Saturdays, is due when the child is picked up at the end of the event day.

Sign-in and Sign-out

A parent must sign in the child when they arrive at the center and sign the child out at the end of the day when the child is picked up. If the parent does not drop off or pick up the child then the person doing so must sign-in or out the child. Electronic check in has been established to ensure accurate record keeping and safety for your child. A \$5.00 fee will be assessed for each time a child is not properly signed in or out. *Only those persons designated on the Pick-Up and Drop Off sheet filled out by the parent may pick-up and remove a child from the center.

Holidays

Place of Grace will be closed on the following holidays:

- New Year's Day
- Good Friday
- Monday following Easter
- Memorial Day
- Independence Day

Labor Day
Thanksgiving Day
Friday following Thanksgiving Day
Christmas Eve
Christmas Day
Day following Christmas Day

Place of Grace will offer half day care (to end at 12 noon) on the following days:

New Year's Eve

*On these days the center will serve breakfast and lunch only.

Inclement Weather and Closures

If a 'State of Emergency' is called by either the governor of West Virginia or the President of the United States, the center will not be open until such time as the 'State of Emergency' is lifted. If the 'State of Emergency' is lifted in the middle of a work day, the center will resume normal business hours on the next business day. Business hours are 6:30 AM – 6:00 PM. Business days are Monday through Friday.

In the event of a power outage or loss of water service the center will not open due to being unable to provide food, heat, or other necessary amenities needed to operate a child care center as outlined by Child Care Licensing, Health Department, and/or Fire Marshal. The center will reopen when the outages are repaired.

In the event of a significant snow fall that prevents staff from getting to the center, unless otherwise notified, child care will begin once a sufficient number of employees make it to the center. In the event of a blizzard, the center will remain closed until blizzard conditions have subsided and officials allow travel again on secondary roadways.

Employees and clients/parents should listen to television and radio stations for announcements to be made for Place of Grace Early Learning Center regarding any closure or delay of opening information. Calls can be made to the center to listen for any messages left on answering machine greeting regarding closure or delay of opening information.

Emergencies

In the event of an emergency involving injury of a child, the teacher will administer first aide as necessary, make the director aware of the incident, contact emergency (911) personnel if necessary, fill out an incident report, the report will be filed with the Secretary of the Child Care Licensing Regulations within 24 hours, the director and/or

assistant director will contact the parent and explain what has happened and what care was taken for the child's injury prior to the parent arriving at the center (or hospital).

Emergency contact lists will be provided for all teachers and the children in their classrooms. Emergency contact information will include doctor's name, hospital of preference, and any allergies (including food and drug).

In the event a fire, staff and children will go to the nearest emergency exit as outlined by the plan posted on the wall in their rooms or the hallways. They will go to the designated spot and will take attendance, calling each child's name out loud and waiting for response from child. If no response is made and child cannot be found, make the director/assistant director aware and they will either search the building or grounds for the child and/or make emergency personnel aware and have them search for the child.

Teachers and assistant teachers will split class list and begin calling parents to pick up their children if it is determined we cannot reenter the building or we are required to stand in the elements for more than 30 minutes.

In the event of a bomb threat or environmental threat, all staff will go to the nearest exit as determined by the plan posted on the wall in their rooms or in the hallway. They will go to the designated spot and take attendance, calling each child's name out loud and waiting for a response. If the child does not respond, make the director/assistant director aware of the missing child and the director/assistant director will make necessary emergency personnel aware of missing child. The teacher and assistant teacher will call parents to come and pick up their children if it is determined we cannot reenter the building or we are required to stand out in the elements for more than 30 minutes.

In the event of a power outage or loss of water, if service cannot be restored within 30 minutes then parents are to be contacted to come and pick up their children. **NO EXCEPTIONS!!!**

In the event of a state of emergency caused by inclement weather or security threat, parents will be contacted immediately to come and pick up their children. **NO EXCEPTIONS!!!**

In the event a parent who does not have permission to pick up their child due to custody issues or other court determined reasons enters the property, the police will be immediately called. The center will then implement a 'lock down' locking all doors and windows. All children will be brought inside and returned to their rooms. No one will be allowed in or out of the building and all children and staff must remain in their rooms until an "all clear" has been given by the police to the director.

In the event a known sexual predator enters the property the same procedure will be followed as a parent who is not allowed to pick up their child. (See paragraph above)

Pick Up and Drop Off

Parents will fill out a form indicating who is allowed to pick up their child. If a person comes to the center and attempts to pick up a child and their name is not on the list then the child will not be released to that person. Only the parent who enrolled the child and filled out the pick up/drop off form can change the form or add individuals to the form.

Provisions of the Parent:

Parents are to provide:

- *1 change of clothing for each child enrolled, appropriate to the season
- *Diapers/pull ups for those children not yet potty trained
- *Bottles and formula/breast milk, enough for anticipated time of child's stay in center. Bottles must be clearly marked with child's name and date the bottle was filled.
- *Baby food or specialty food items in the event of allergy
- *Emergency contact information, including doctor's name and preference of hospital.
- *Names of individuals allowed to pick up child
- *Information to the teacher of any new developments or behaviors, especially those of concern to the parent.
- *Any medication the child needs during stay at center with appropriate medicine form filled out by parent and doctor. Over the counter diaper creams, sunscreens, hand lotions or lip balms do not require a medicine form – they are considered preventatives. However, parents must provide a signed note allowing teacher to apply the cream, lotion, or lip balm and how often.
- *Blanket (and pillow, if desired) for nap time
- *Pacifiers with child's name clearly marked
- *1 plastic bag for soiled clothing
- *Parents will sign in their child each day upon arrival and sign the out each day at time of departure, noting time and date of both.
- *Parent will call center if child is sick and will not be attending the center for the day. Please call by 8AM.
- *Parent will call center if they will be late in picking up the child, with estimated time of arrival.
- *Parents may not use spanking or hitting as a form of discipline while on Place of Grace's property.
- *Parents may not drink alcoholic beverages while on Place of Grace property.
- *Parents may not smoke inside any part of the building.

Clothing Safety Issues

Children are not allowed to wear clothing with a drawstring, including coats and jackets. If a child attends the center with an article of clothing containing a drawstring, staff members will inform parents of the potential dangers of wearing clothing with drawstrings and the child's article of clothing containing the drawstring will be changed in order to insure the child's ability to participate in all activities safely.

Provisions of Place of Grace

Place of Grace will provide:

- *Age and developmentally appropriate care to all children without bias or prejudice.
- *Love and care
- *Safe environment to explore, play, learn, and create
- *Teachers, assistant teachers, and helpers will be trained in their area of care, including CPR, First Aide, and Medicine Administration.
- *Teachers will notify parent immediately of any serious injury requiring emergency care or of illness with fever over 99 degrees.
- *Teachers will eat with their class but are not required to eat what is being served. However, what a teacher eats must be nutritious and must model appropriate eating habits.
- *Follow all policies and procedures of Child Care Licensing, Health Department, and Fire Marshall.
- *Appropriate number of teachers/workers will be with children in any given room or outdoor play based on children's age in group and Child Care Licensing ratio scale.
- *Teachers will be at least 21 years of age or older.
- *Assistant Teachers will be at least 18 years of age or older.
- *Helpers will be at a minimum of 13 years of age (preferably older). Due to Child Care Licensing, any employee between the ages of 13 -17 years old is not permitted to be left alone at any given time with any group of children.
- *Each classroom will be equipped with a walkie talkie that is linked to the director and assistant director. These devices will be used for the purposes of emergencies, to stay in contact with administration, or behavior concerns.
- *Bible lessons
- *Advice/counseling for parents with questions
- *Small library of books that can be borrowed on a 2 week basis
- *Ongoing observations of children
- *Charting and tracking children's growth and development
- *Information to parent on child's development and any concerns teacher discovers
- *Breakfast, lunch and afternoon snack

- *Age and developmentally appropriate activities geared towards children's interests.
- *Music awareness
- *Gross Motor activities
- *First Aide as allowed by Child Care Licensing policies and procedures
- *A chance for parents to volunteer in the classroom*, such as for Read-A-Loud, special activities/field trips, etc.
- *Place of Grace Early Learning Center and its employees are mandated reporters of child abuse. Any suspicious mark(s) or behavior on the part of the child will be reported to Child Protective Services.
- *Special event child care such as for football Saturdays and at Christmas time for shopping. Times will be announced a few weeks prior. Parents must sign up their children in advance. Children through the age of 12 years old will be accepted. Space is limited. Special policies and procedures will be provided for these days. A meal will be served with a small snack. Activities will be provided based on age appropriateness.
- *Place of Grace will follow teacher to child ratios for all age groups for water activities either on the premises or at the local pool and during all field trips according to Child Care Licensing Regulations.

Medicine Administration

All staff will be trained on medicine administration by trained nurses from the Child Care Licensing office.

Any prescription drug to be administered to a child must have a medicine form filled out by the parent and prescribing doctor. Medications needing refrigeration will be stored in the kitchen refrigerator in a plastic bag and clearly labeled as to intended child and dosing instructions. Only teacher or assistant teacher of child, director, or assistant director will be allowed to administer medication.

Self-administering Medications

A child may self-administer medications according to Child Care Licensing Regulations under the following conditions/requirements (pg 51, Child Care Licensing Regulations, sections 15.4.h.13.A, B, C and 15.4.h.14):

- Written permission from child's parent and child's physician to administer asthma medications, emergency allergy medications, or other 'similar emergency medications'.
- Written permission from child's parent and child's physician to administer insulin or 'other injected medication that the child requires'.

*When a child self-administers one of the above mentioned medications staff members must log in the date, time, and medication administered. The staff will also note the

occurrence in the child's file and make the parent aware at the end of the day that the medication was self-administered and when.

Children are under no circumstances allowed to self-administer prescription or over-the-counter medications with the exceptions of those outlined above. If a child is to take any medication, with the exceptions of those mentioned above, the parent is to fill out a medication form and sign it. The child's physician is to sign the form whether or not it is for a prescription medication or an over-the-counter medication.

Only 'preventative' ointments can be applied without written statement from child's physician. The parent needs to fill out a medication form to be placed in the child's file. 'Preventative' ointments include over-the-counter diaper crèmes, sunscreen, and lip balm. These ointments must be administered by the teacher or assistant teacher and charted on the medication form in the classroom and noted in child's chart.

Illness

Children enrolled in the center are not allowed in the center if:

- *Temperature is greater than 99 degrees and not related to teething
- *Communicable illnesses such as strep, pink eye, flu, pneumonia, stomach virus (including diarrhea and vomiting), impetigo, lice, etc.
- *Reportable illnesses include (list comes directly from page 78 of Child Care Licensing Regulations):
 - AIDS (within 30 days)
 - Amebiasis (*Entamoeba histolytica*)
 - Anthrax (*Bacillus anthracis*)
 - Botulism (*Clostridium botulinum*)
 - Brucellosis (*Brucella abortus*, *B. melitensis*, *B. suis*, *B. canis*)
 - Campylobacteriosis (*Campylobacter jejuni*, *C. coli*)
 - Chancroid
 - Chickenpox (*Varicella*)
 - Chlamydia trachomatis
 - Cholera (*Vibrio cholerae*)
 - Cryptosporidiosis (*Cryptosporidium parvum*)
 - Cyclospora infection
 - Dengue Fever
 - Diphtheria (*Corynebacterium diphtheriae*)
 - E. coli O 157:H7 disease
 - Encephalitis, arboviral
 - Eastern Equine Encephalitis
 - LaCrosse Encephalitis (California Group)
 - St. Louis Encephalitis
 - West Nile Virus
 - Encephalitis, other primary and unspecified

- Food borne Disease
- Giardiasis (*Giardia lamblia*)
- Gonococcal Disease – Drug-resistant diseases, Neonatal conjunctivitis, or Pelvic Inflammatory Disease (within 24 hours)
- Gonococcal Disease – all other
- Haemophilus Influenzae*, Invasive Disease
- Hantavirus Disease
- Hemolytic Uremic Syndrome, postdiarrheal
- Hepatitis A, acute
- Hepatitis B, acute or perinatal
- Hepatitis C/other non-A or non-B, acute
- Hepatitis Delta
- Herpes, Genital
- HIV (within 30 days)
- Influenza-Like Illness – numerical totals only
- Leptospirosis
- Listeriosis (*Listeria monocytogenes*)
- Lyme Disease (*Borrelia burgdorferi*)
- Malaria
- Meningitis, Other Bacterial – organisms not otherwise listed
- Meningitis, Viral or Aseptic
- Mumps
- Outbreaks, suspect or confirmed
- Pertussis (Whooping Cough)(*Bordetella pertussis*)
- Plague (*Yersinia pestis*)
- Poliomyelitis
- Rabies, human
- Rheumatic Fever
- Rocky Mountain Spotted Fever
- Rubella Congenital Syndrome
- Rubella (German Measles)
- Rubeola (Measles)
- Salmonellosis (except Typhoid Fever – listed separately)
- Shigellosis (*Shigella dysenteriae*, *S. boydii*, *S. flexneri*, *S. sonnei*)
- Streptococcus Disease, Group A Invasive and/or Streptococcal Toxic Shock Syndrome (*S. pyogenes*)
- Streptococcus pneumoniae*, drug-resistant invasive disease – include antibiotic susceptibility patterns
- Syphilis – primary, secondary, early latent, or congenital (within 24 hours)
- Syphilis – late latent, late symptomatic, or neurosyphilis
- Tetanus (*Clostridium tetani*)
- Trichinosis
- Tuberculosis – include antibiotic susceptibility patterns
- Tularemia (*Francisella tularensis*)
- Waterborne Disease

- Yellow Fever
- Unexplained or ill-defined illness, condition, or health occurrence of potential public health significance.

All children must be properly immunized and parent must provide proof of immunizations. If the parent has a religious belief that does not allow the parent to immunize their child, a statement from the pastor of the church the parent attends stating the bylaws and provisions for such decision must be provided to the director in place of the immunization record.

Children with signs of the common cold (without fever or stomach virus) are able to attend the center.

Children will be allowed to reenter the center when they have been given a note from the child's physician that states it is okay for the child to return to group care. In most circumstances, this is usually after the child has been on medication for 24 to 48 hours.

Confidentiality

Children and family

No staff member or owner of Place of Grace Early Learning Center shall discuss a child or family with any person other than another staff member or the director or assistant director. No staff member shall share information about a child or family with other clients. Any staff member found discussing children or family information outside of the center or to other clients will automatically be dismissed. If a staff member is having difficulty with a child or their family then the staff member will discuss the issue with the director and/or assistant director and a course of action will be discussed and set into motion.

No persons other than the parent of the child, teacher and assistant teacher of the child, director and assistant director, and financial director and assistant financial director may review children's files. Teaching assistants, cooks, junior helpers and volunteers are not allowed to review any child's file. If a teaching assistant, cook, junior helper or volunteer have been found to violate this rule they will automatically be dismissed from their position and will not be considered for future positions at Place of Grace.

Playing Outside

Children will be taken outside to play on playground provided it is 40 degrees or higher and it is not raining or stormy conditions. Therefore, please either dress your child accordingly or send appropriate clothing with your child to school so they can play outside with the rest of their class.

During winter months when snow is present, please send in boots, snow suits, hats and gloves – we will play outside!

If for any reason your child cannot play outside due to illness or allergy, please send a note from your doctor stating the illness or allergy and length of time your child is unable to play outside.

Before/After School Care on Inclement Weather and Holidays Days

Space for children participating in the Before and After School Care program during inclement weather and normal school holidays is subject to space availability and on a first come first serve basis. **PLEASE CHECK WITH THE CENTER FIRST BEFORE BRINGING YOUR CHILD TO SEE IF THERE IS SPACE AVAILABLE DURING INCLEMENT WEATHER AND NORMAL SCHOOL HOLIDAYS.** We will accommodate as best we can. We certainly understand that parents work regardless of inclement weather and school holidays. However, Place of Grace Early Learning Center must honor our contracts with our full day and full week clients first. We thank you for your cooperation, understanding, and patience in this matter.

**Receipt of Parent Handbook
Signature Page**

I, _____, parent of _____,
enrollee of Place of Grace Early Learning Center, have received a copy of the parent's
handbook. Its contents have been explained to me and I agree to adhere to all policies
and procedures in the handbook. I also understand that anything not covered in the
parent handbook is covered in the Administrative Policies and Procedures Handbook and
the Child Care Licensing Regulations and can be reviewed in those handbooks.

Signature of Parent

Date

Witness Signature

Date