

EWEB CHILD DEVELOPMENT CENTER



PARENT HANDBOOK

2016-2017

PARENT HANDBOOK CONTENTS

MISSION STATEMENT AND PHILOSOPHY	3
INFORMATION ABOUT THE CENTER:	
EWEB Parents Association	4
Parent Involvement & Board of Directors	4
Communications	4
Office of Child Care (OCC)	4
DAILY OPERATION:	
Hours of Operations	5
Drop off & Pick up Procedures	5
REGISTRATION – ENROLLMENT – TUITION	
Registration and Enrollment Policies	6
Tuition Policies	6
Conduct Policies	7
CENTER POLICIES	
Health and Safety Policies	8
Fire Emergency Procedures	9
Holidays and Birthdays	9
Meals	10
Nap Time	10
Dressing for School	11
Closure Due to Hazardous Conditions	11
Sharing	12
Toys From Home	12
Bottles and Pacifiers	13
Enhancement Programs	13
Field Trips	13
Transportation	14
Parent Visitations	14
How to Help Your Child Succeed in School	14
Discipline Policy	15
INDIVIDUAL PROGRAM GOALS	16
USDA NON-DISCRIMINATION STATEMENT	17
EWEB CDC PARENT ACKNOWLEDGEMENT FORM	18

EWEB CDC MISSION STATEMENT

Our mission is to provide a warm, safe, and healthy environment where everyone is accepted and respected, and growth and learning are nurtured.

EWEB CHILD DEVELOPMENT CENTER'S PHILOSOPHY

The purpose of the EWEB Child Development Center is to provide an away-from-home child care experience that nurtures and nourishes both the individual and the group as a whole. Our program focuses on children's developmental stages with respect to their individual levels, abilities, and interests. Additionally, children learn to cooperate and participate as part of the group.

We strive to make learning natural, enjoyable, and active. We provide materials, activities, and a physical setting that encourage children to act on their ideas and problem solve individually or in small groups.

The teacher's role is to nurture the child's natural curiosity and facilitate the child's efforts to learn, develop a sense of self, and to interact with the group. Our teachers promote the needs and interests of individual children as well as the group as a whole.

Our teachers make up the backbone of the extended family of EWEB CDC. We strive to attract and retain positive, sensitive staff members with training and experience in early childhood development and education. We maintain an environment in which staff is valued, respected, and supported.

Parents are encouraged to maintain an active role in their children's experience at EWEB CDC through communication with teachers, the director and the Parent Board of Directors, and participation in Center activities.

EWEB CDC is parent-governed and directed. The Parent Board crafts policy that reflects the mission and philosophy of the EWEB CDC. Parent involvement in the Board is critical and is encouraged and welcomed.

INFORMATION ABOUT THE CENTER

EWEB PARENTS ASSOCIATION:

The EWEB Child Development Center (EWEB CDC) is a program of the EWEB Parents Association, a non-profit corporation made up of parents of children enrolled at the Center. The program is designed to provide high quality care to EWEB employees but is open to the community on a space-available basis. It is governed by a board of directors, chosen by election of the Parents Association. The Board hires the Director who is responsible for managing EWEB CDC in cooperation with the Board.

PARENT INVOLVEMENT AND BOARD OF DIRECTORS:

Parents are encouraged to become involved at the Center by serving on the Board of Directors and/or on one of the committees: Community Relations, Planning, Finance, Organizational, and Human Resources (board members only). Parents can serve on additional committees without being on the Board of Directors. See the Director or a Board member for more information. In addition, there are regular opportunities for parents to help out with field trips, fundraisers and special events. There are parent-teacher conferences twice a year and occasional parent education events at the Center. We welcome new ideas to get parents involved.

COMMUNICATION:

The director and staff communicate with parents through a variety of ways. Always check your parent mailbox and look for notes around the sign in sheet posted near the door in each classroom. There are parent-teacher conferences twice a year and an annual party for all our families in the summer.

OFFICE OF CHILD CARE (OCC):

Comments, questions, or complaints regarding Center operations and Office of Child Care requirements may be made either to the Center Director or directly to the Office of Child Care, Education Department, State of Oregon.

DAILY OPERATION

HOURS OF OPERATION:

Center Hours: The Center is open from 7:30 A.M. to 5:30 P.M., Monday through Friday. A full-time block is ten hours of care per day. A half-day block is 7:30 A.M. to 12:30 P.M. or 12:30 P.M. to 5:30 P.M.

Holiday Schedule: The Center is closed on New Years Day, Martin Luther King Jr. Day, President's Day, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day and the Friday after, and Christmas Day. We also close at 12:30p on December 24.

Closed Days: The Center will also be closed the last Friday in August each year for teacher in-service day.

DROP OFF - PICK UP PROCEDURES:

For safety reasons, parents must accompany children to and from the Center building.

All Children must be signed in and out each day. See sign-in sheets in your child's classroom.

The Center's responsibility for a child begins when the child is signed in each day and ends when the child is signed out.

1. For safety, please use main door only where the security panel is. Use your security number, which has been assigned to you by the Director, on the panel by the main door. **Do not go through playground gates.**
2. No child will be released to a person not authorized by a parent or guardian to pick up the child. The Center must receive prior written or verbal authorization for any changes in persons normally authorized to pick up the child.
3. Please do not leave child(ren) unattended in the CDC parking lot or Center lobby
4. For children who are attending only in the mornings, please have your children out of the program areas by **12:30 P.M.** This includes the playground area.
5. The Center closes at **5:30 P.M.** each day. *Children and parents should be outside by 5:30 P.M.* The persons on staff are only scheduled until 5:30 P.M. Any person leaving a child later than 5:30 P.M. will be charged a late fee (see Tuition Schedule). **Please be considerate of our staff and allow enough time when picking up your child so that you can exit the building by 5:30 P.M.**

REGISTRATION/ENROLLMENT/TUITION

REGISTRATION AND ENROLLMENT POLICIES:

1. A non-refundable \$25 fee (\$35 for two children) is required to place your child on the waiting list or to secure enrollment. We also assess a \$50 fee at the time of enrollment, and an annual \$25 fee each October.
2. EWEB employees and EWEB CDC employees will be given enrollment priority when space is available during open enrollment or when a child withdraws from the program or transitions to an older program. EWEB employees and EWEB CDC employees will also be given priority on the wait list.
3. Requests for changes in your child's scheduled blocks of time must be received in writing **by the 15th of each month for the following month** and will be made on a space-available basis. Enrolling children in full-time slots takes priority over accommodating changes in part-time schedules. Changes received after the 15th of the month may not be accommodated or will be charged at the higher rate (if space is available). Schedule change forms are available in the office and next to the parent boxes.
4. Occasional additional/drop-in hours beyond scheduled blocks can be used on a space available basis and will be charged at the rate listed in the tuition schedule. Please submit a "drop-in care" form in advance to the director to request hours.
5. **Thirty (30) days written notice is required in cases of complete withdrawal except in the case of serious illness or accident.** Pre-paid tuition will not be refunded for the current month if less than 30 days notice is given.
6. **All children enrolled must have medical insurance coverage.**

TUITION POLICIES:

1. Full tuition for scheduled blocks of time will be charged for each month your child is enrolled, regardless of whether or not your child is present. We cannot give credits or make-up days for sick days, vacation, or closures due to inclement weather. However, families are permitted to take a tuition-free leave of absence for a minimum of 1 month and maximum of 3 months, under the following conditions:
 - a. The spot will be given to a new or transitioning student and the student on leave will be moved to the front of the waiting list for when they return. The returning student will have the next available spot that is not being held open for a student transitioning up from the younger class. Please keep in mind that we may not be able to re-enroll the returning student as soon as they come back.

- b. A temporary leave of absence (1-3 months) needs to be submitted to the Director in writing at least 2 weeks prior to the student's last day. Returning families will be expected to pay the full or prorated tuition amount for the month on the first day back. There is not a maximum for the amount of leave of absences that the family may submit, however absences may not exceed 3 months.
2. Families with two or more children enrolled at the Center receive a 10% discount for the older child when they are in the Preschool or Pre-K/K classrooms.
3. Billing will be sent out via email by the 5th of each month. Tuition is due by the 10th of each month for that month's scheduled care. A late fee applies for payments received after the 10th of the month (please see tuition schedule for fee). If the 10th falls on a no school day, tuition will be due the following business day. EWEB CDC accepts checks and money orders as payment.
4. Our tuition rates are set and effective every January. We typically assume a 1-3% increase in tuition fees each year.
5. Nonpayment for Services - Child care services may be discontinued if payments for a child's care are more than fifteen (15) days past due and it has been at least five working days since the parent(s) were notified in writing of the delinquent payment. It is the Center's policy to send unresolved, delinquent accounts to a collection agency.

EWEB CDC CONDUCT POLICY:

EWEB CDC has the right to refuse service at anytime for any reason. In addition, the Director of the EWEB Child Development Center ("Center") may discontinue child care services for a child or family under any of the following circumstances:

Unacceptable Behavior of a Child -

Child care services may be discontinued if the Director determines that a child's behavior: 1) poses a safety risk to Center staff or other children, and/or 2) repeatedly disrupts normal classroom activities despite efforts by teachers to correct the behavior. In discontinuing services for a child due to her/his behavior, the Director will follow the EWEB CDC Discipline Policy. Before discontinuing services, a Center teacher or the director will first attempt to meet with the child's parent(s) to alert the parent to the problem, discuss possible methods of correcting the behavior, and notify the parent that child care services will be discontinued if the behavior is not promptly corrected. When practical, the Director will provide at least 14 days written notice before discontinuing child care services. If the disruptive or inappropriate behavior endangers the safety and well being of Center children, staff, or visitors, the Director may take all actions necessary to immediately protect Center children, staff, and visitors.

Disruptive or Inappropriate Behavior of a Family Member -

Child care services may be discontinued if the Director determines that a parent, guardian, or other family member of a child who is enrolled at the Center engages in disruptive or inappropriate behavior that: 1) interferes with classroom activities or other operations of the Center or, 2) creates a hostile or unsafe environment for Center staff, children, and/or other families. Before discontinuing services, the Director may first attempt to meet with the family member or guardian to discuss the inappropriate behavior and give notice that if the behavior is not corrected immediately, child care services for the family member's child will be discontinued. When practical, the Director will provide at least 14 days written notice before discontinuing child care services. If the disruptive or inappropriate behavior endangers the safety and well being of Center children, staff, or visitors, the Director may take all actions necessary to immediately protect Center children, staff, and visitors.

CENTER POLICIES

HEALTH AND SAFETY POLICIES:

The EWEB Child Development Center complies with state licensing requirements and the Health Division's rules regarding immunization of children; reporting of communicable diseases, illness, and child abuse; first aid and emergency medical care; and sanitation procedures. This includes the following policies and procedures.

1. **Sanitation:** The Center's staff and children wash hands regularly with soap to ensure cleanliness and help prevent communication of colds and diseases. Parents are expected to assist their child in washing hands upon arrival at the Center, and before engaging in play. The Center's facility, toys, and equipment are sanitized on a daily basis.
2. **Registration Form:** Each child must have a completed registration form on file in the office. The Registration Form has to be completed each year that your child is at the Center. It is **extremely important to keep all emergency numbers current. Also, please update this form when your child changes into the next program.**
3. **Immunizations:** Oregon Law requires every child in a children's facility to have an up-to-date Certificate of Immunization on file. **Parents are responsible for letting the Director know in writing when their child receives more shots.** The Director uses Oregon Immunization Alert System to audit immunization records annually. Children whose files are not current may receive an exclusion order from the State unless the file is brought up to date in February.
4. **Illness:** Oregon state law requires that a child with a communicable disease or illness not be permitted in a child care facility. The staff will check your child's health on a daily basis. If any of the following symptoms are detected, the child will not be admitted to the Center, or will be sent home unless excused by a physician's note. **The child should remain at home if s/he has a communicable disease and/or until s/he is free of the following, for at least 24 hours after onset of symptoms:**

- a. Fever over 100.0 F taken under the arm (without fever-relieving medication), a fever over 100.5 F if taken by ear.
- b. Diarrhea (more than one abnormally loose stool per day).
- c. Vomiting
- d. Nausea
- e. Severe cough, or discolored (green) discharge from nose or chest
- f. Unusual yellow color to skin or eyes.
- g. Skin or eye lesions or rashes that are severe, weeping, pus-filled, or contagious.
- h. Stiff neck or headache with one or more of the symptoms listed above.
- i. Difficulty breathing or wheezing.
- j. Complaints of severe pain.

If your child shows any of the above symptoms, s/he will be isolated from the group and the parent will be notified to pick up the child. **Child must stay home for at least 24 hours after above listed symptoms have subsided.** These precautions are taken to protect the health of your child as well as the other children in the Center. **Please call and notify the Center if your child becomes ill and will be absent.**

5. **Medication Administration:** All medication (either over-the-counter or prescription) must be given to a staff member upon arrival at the Center. Staff may give over-the-counter medication only with written instructions from parents. *A form is available in the classroom for parents to fill out.* In the case of prescription medication, staff dispenses the medication in accordance with a physician's current orders. Records will be kept so that parents will know when the child has been given medication. All medication must be in the original container with the label attached and legible. Prescription medication must have the prescription label showing the physician's instructions.
6. **Injuries:** All of the teachers are required to have Red Cross Pediatric First Aid and CPR training and are instructed in safety guidelines and procedures for administering first aid for minor injuries and the handling of accidents.

Minor injuries: Teachers will administer minor first aid and write up an injury report to notify parents. The injury will be documented on a "Minor injury/accident report a form" to be signed by both the witnessing staff member and parent.

Major injuries: If additional care beyond care for minor injuries is required, the Director or a teacher will immediately call a parent. If the parent is not available the emergency contact(s) will be called. Or if it is an emergency, an ambulance will be called and a formal accident report will be filled out.

FIRE EMERGENCY PROCEDURES:

The Center is equipped with modern fire protection equipment, and fire drills are practiced

monthly with the children. In the event of an emergency evacuation, children and teachers will be relocated to the EWEB building at 500 E. 4th Ave. or the Campbell Center at 155 High Street.

HOLIDAYS & BIRTHDAYS:

Children love to celebrate their birthday or adoption day at school. We normally acknowledge the children's birthdays and sing "Happy Birthday." Please contact your child's teacher if you wish to make arrangements for a small celebration at the Center (store bought healthy, low-sugar snacks are welcome). We are a nut free center; please respect those with life-threatening allergies by not sending any foods made with or made near nuts.

We view the celebration of religious holidays as expressions of individual family beliefs and values, and therefore do not strongly emphasize their celebration in the Center's programs.

MEALS:

The center offers a family-style breakfast, lunch and afternoon snack in accordance with United States Department of Agriculture (USDA) policies and guidelines for all classes. EWEB CDC is a peanut and tree-nut free center. We serve well-balanced meals with organic foods as often as possible. The USDA based program is designed to encourage family-style eating and an opportunity to try new foods. Menus are provided in the monthly newsletter and posted in the center entryway. The "Child and Adult Care Food Child Enrollment Form" must be filled out each year for each child that is attending the center.

All families are welcome to finish up their snacks from home in the center entryway before entering the main part of the center. Outside food/drink are not permitted in the classroom or community meal area unless the family has provided a medical exemption note from their pediatrician stating the dietary restrictions. In this case, families may choose to provide primary meal components, such as milk or cheese, and store them at the center, labeled with the child's name and date. We also have non-dairy cheese and soy milk available upon request.

Restricted diets (such as vegan or vegetarian diets) will be accommodated by substitutions provided by the center. Please be sure to note your child's dietary needs on the annual enrollment forms. We do not accommodate for student food preferences. We strive to ensure that all meals are nutritious and enjoyable for all of the students in our care. Please consult individual classrooms or the director for specific information about meals and food.

Infants: We participate in the USDA food program for infants. Please see the official USDA Infant Feeding Letter for details about the program. We do provide an approved formula and prepare our own baby food. Storage is available in our freezer for breast milk. Extra bottles will be cleaned and kept at the Center. Mothers are also welcome to nurse on site.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992. TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

NAP TIME:

The infants are provided with flannel blankets which are washed by the staff. Toddlers, Preschoolers, and Pre-K children receive nap mat covers which parents are responsible for taking home and washing each week. Parents supply a blanket for each child to use at naptime. There is a deposit for the nap mat covers which is refundable when the cover is returned, when you leave the program. Parents will be charged to use a center nap mat cover if the child's cover is not available. Please refer to the current tuition schedule for amounts.

Nap time for infants and toddlers will vary according to the individual needs of the child. Please discuss this with individual teachers. Pre-school children will rest from approximately 1:00pm to 3:00pm. Pre-K/K children will rest every day from approximately 1:30-3p.m.

DRESSING FOR SCHOOL:

The following guidelines apply to toddler, pre-school and pre- kindergarten programs.

Your child's day at the Center will often involve messy projects.

Outdoor play will also be a daily part of your child's experience in all but the most extreme inclement weather. Easy to care for play clothes that can get dirty are highly recommended. Clothes which promote safety and self help skills, such as pants with elastic waists and Velcro shoes. Please avoid belts, coveralls, "onesies" and open toed shoes. Warm jackets, gloves, winter hats, raincoats, rain boots, and rain pants are essential in the winter. Shorts, sun hats (no strings), water shoes, and swim suits should be provided in the summer. Each child will have a cubby for her/his clothes.

Please make sure that an extra set of clothes, including socks, underwear, and shoes, are kept at the Center. Children who are in the process of learning to use the toilet should have at least three extra sets of clothes. Please make sure all clothes are clearly marked with the child's name.

CLOSURE DUE TO HAZARDOUS CONDITIONS:

Reminder: Inclement Weather:

In most cases, EWEB CDC follows the 4J school district's closure policy. This means if 4J announces a closure, the Center will most likely be closed as well. If 4J announces a 2-hour delay, we will open at 9:30. On days when 4J is not in session, decisions will be made by the Director and Board President. To determine if the Center will be closed or delayed, please go to our website at www.ewebcdc.com or call the Center phone at 541-341-8575 and listen to the outgoing message. Announcements will be made by 6:30 a.m.

Procedures:

1. The Director, after consultation with appropriate staff or Board member, will determine whether the Center will be closed, delayed, or have an early release.
2. Director will contact Center employees to notify them of the status of the Center.
3. In the event of any early release, the Director or Designee will contact parents by telephone to advise them of plan to close the Center.
4. If the Center is open and a staff member or family cannot arrive due to conditions they may call to report intended absence.

Additional procedures for EWEB employees who are considered "essential" and are required to work during storm or other emergency situations:

5. Director or Designee will contact each EWEB employee with child(ren) enrolled at CDC to determine childcare needs in accordance with "EWEB/CDC Operating Agreement" (June 8, 2001).
6. If an EWEB employee is required to work during storm or other emergency situations and requests childcare, Director will make arrangements for childcare services to be provided for the EWEB employee's child(ren). In this situation, childcare services would be limited to CDC's normal business hours, although extended care would be made available at additional cost.
7. In accordance with the "EWEB/CDC Operating Agreement" (June 8, 2001), EWEB would: "If required, provide transportation to and from EWEB for CDC staff, required to care for EWEB employee's children during emergency situations (i.e. such as during snowstorms)."

SHARING:

Preschool and Pre-Kindergarten/Kindergarten classes have designated sharing days each week; please check with your child's teacher for your child's sharing day. We encourage the children to bring in items from the natural world that they would enjoy talking about, such as bird nests, rocks, shells, etc. No weapons or action figures (superheroes) of any kind are permitted. Toys from home must stay in the child's cubby or designated sharing box when

they are not being shared. Other than sharing day, toys from home are not allowed in school; except for a special stuffed animal for naptime (if needed).

Please clearly label ALL sharing items and take them home at the end of the day. Items left in the sharing box will be donated to charity at the end of each month.

TOYS FROM HOME:

Except for toys that may be needed during the first days of enrollment at the Center to help ease your child's transition from home, we ask that your child not bring toys to the Center (a small, soft lovey-type toy to sleep with is O.K.). In the pre-school and pre-kindergarten, one day a week is sharing day (check with your teacher for which day), and children may bring a toy to share with the group. An exception to the sharing day rule is for children to bring books, tapes, records, and theme-related items on other days with teacher approval. Guns, war toys, or other toys of destruction, superhero toys, and toys that need adult supervision are not allowed at the Center. The Center cannot be responsible for lost or broken toys.

BOTTLES AND PACIFIERS:

We feel that bottles and pacifiers both have their place developmentally in the life of a young child. However, once a child can hold a cup it is best to support her/his independence by weaning her/him off the bottle. The same holds true for a pacifier. Once a toddler can calm her/his own body by accepting comfort from others (a back rub, soft words or a song) he/she should be weaned from the pacifier. Learning to accept comfort from others allows a child to develop the skills to calm him/herself. Please leave bottles and pacifiers home when your child is in the toddler, preschool, or pre-kindergarten/kindergarten class.

ENHANCEMENT PROGRAMS:

The preschool and pre-kindergarten/kindergarten programs include an enhancement activity for your child each week. . The schedule is subject to change but is typically similar to this:

January – March	Music classes
April – June	Spanish lessons
July – August	Swimming lessons
Sept. – November	Gymnastic lessons

These activities take place on enhancement days between 9:00 - 11:00. Please see the tuition schedule for the enhancement fee.

Infant and toddler rooms participate in the music enhancement classes each Tuesday and Friday morning.

FIELD TRIPS:

From time to time, EWEB CDC's staff will arrange for the children to participate in field trips.

Prior to the field trip:

- a. Children must have a signed field trip permission form on file authorizing participation on field trips (part of enrollment packet).
- b. Teachers will prepare children by discussing the field trip, what to expect, and safety rules.
- c. Teachers will notify parents by posting a sign on the parent bulletin board in the classroom which will include information about the destination, date and time, and means of transportation.

On the day of the field trip staff will always bring: first aid supplies, children's emergency information and phone numbers, a list of children attending the field trip, and name tags for each child. EWEB CDC does not have the staffing to provide care for a child whose parents do not want her/him to participate in a scheduled field trip.

TRANSPORTATION:

When transportation is provided by the Center, the following requirements will be met:

- ◆ Drivers will be at least 18 years of age, hold a current drivers license, have current insurance policy which will be on file at the Center, as well as a current DMV and criminal background check.
- ◆ Vehicles will be in compliance with all applicable state and local motor vehicle laws and maintained in a safe operating condition.

When transporting children:

- ◆ There will be sufficient staff, excluding the driver, to meet the required staff/child ratios;
- ◆ Children will be transported only in sections of vehicles designed for and equipped to carry passengers;
- ◆ Parents must provide appropriate child car seats for use in the vehicle and children will be secured with a seat belt;
- ◆ Children will enter and exit the vehicle on the same side of the street as the building they will enter or have exited; and no child will be left unattended in a

vehicle.

PARENT VISITATION:

We welcome and encourage parents and guardians to visit, observe, and volunteer at any time during the year. Please check with the Director and your child's teacher for arrangements.

HOW TO HELP YOUR CHILD SUCCEED IN SCHOOL:

- a. Stay in touch with your child's school; volunteer for field trips, committees, or classroom projects. Stop by and visit your child for lunch. Have your child help you write a thank-you to your child's teacher if you appreciate something special they did. Help them see that teachers are important people.
- b. Fill your house with books, books and more books. Read to your children daily. Make it a special event for them to get their very own library card.
- c. They want to know they are important and useful people, so give them age appropriate daily jobs to do such as tearing lettuce for dinner, sorting laundry by color, or weeding the garden.
- d. Provide a place at home, both inside and outside, for your child to be as messy and creative as they would like to be. It will probably be one of their best childhood memories.
- e. Have conversations with your children just as you do with your friends.
- f. Explore your community/state/country and look for ways to share diversity with your child.
- g. We recommend you limit T.V. and computer use to 1/2 hour per day; encourage them to use their own imaginations.

EWEB CDC DISCIPLINE POLICY:

At EWEB Child Development Center the goal of our discipline policy is two-fold:

1. To help children feel good about themselves by learning how to use their words to solve conflicts.
2. To teach children we have rules, and rules have reasons. We want children to internalize the rules and develop self-control and respect for others. We have three basic rules:
 - a. BE SAFE.
 - b. BE FAIR.
 - c. USE YOUR WORDS.

In the classroom, we deal with a discipline situation in the following way:

3. Remind the child of the rule. "I need you to be safe with the blocks. Blocks are for playing with, not for throwing. You will need to make a new choice if you are not going to be safe with the blocks."
4. If the child does not respond to appropriate guidance, we will help the child leave the area either by taking her/his hand and leading the child away (always the first choice) or by picking the child up and carrying her/him.
5. If the conflict involves two or more children, the teacher does not necessarily find a solution for them. She or he will make sure everyone is safe, and then encourage the children to seek their own solution by using their words and expressing their feelings.

A discipline situation is labeled as aggressive behavior under the following circumstances:

6. A child bites, hits, kicks, scratches, pinches, pushes, or spits at another child.
7. The behavior happens daily or weekly.
8. The behavior is often unprovoked (the child was not engaged with the other child before the incident) and/or impulsive (the child does not try to use words, and instead acts out physically).

Aggressive behavior will be dealt with in the following way:

9. Initially, we will use steps 1-3 as outlined in the classroom policy above.
10. If the behavior continues, and is a daily or weekly occurrence, we will consult with parents and develop some strategies for eliminating the behavior. Parents may also be asked to take their child home for the day if the aggressive behavior leaves a mark on another child, or takes too much one on one staff time.
11. If the strategies don't stop the behavior in an agreed upon amount of time (usually a month), we will ask the parents to seek further professional help. We will continue to work with the child and parents as long as we feel the other children in the program are safe.
12. We may eventually decide that our child care center is unable to meet a child's unique emotional needs. In that case, EWEB Child Development Center reserves the right to dismiss the child from the program.

Please also see the "REGISTRATION AND ENROLLMENT POLICIES" and "TUITION POLICIES" on page 5 of this handbook.

INDIVIDUAL PROGRAM GOALS:

There are four (4) separate developmentally appropriate programs at EWEB Child Development Center. Each of our programs provides a nurturing, flexible, and calm atmosphere where physical affection and encouragement are freely given. Each program is geared toward the special needs of the age-group:

1. Infants (8 weeks to approximately 16 months)

The Infant program provides lots of cuddling, personal attention, and quiet play time appropriate for the babies. We maintain a low teacher-child ratio (1:3) to provide opportunities for bonding between infants and care givers, meet each child's physical needs, and prevent over-stimulation. We encourage parent involvement and open communication to discuss each child's progress and interests. Please see the Infant Room handout for more specific information about this program.

2. Toddlers (approximately 16 months - 2 ½ years)

The Toddler program provides daily opportunities for the children to explore, interact with the group, and engage in self-directed learning. The children have regular opportunities to expand their experiences through "field trips" with the group. We encourage each child's growing independence and help them develop their new skills such as dressing, eating, washing, and using the toilet. Teacher-child ratio is 1:4. Please see the Toddler Room handout for more specific information about this program.

3. Preschool (approximately 2 ½ - 4 years)

The Preschool program provides opportunities to participate in and explore a wide range of experiences and activities and to establish a foundation of respect for materials, the environment, and other people. Teacher-child ratio is 1:7. Please see the Preschool Room handout for more specific information about this program.

4. Pre-Kindergarten/ Kindergarten (4-6 years)

Our Pre-Kindergarten/Kindergarten program follows the developmental guidelines set out for older preschoolers and kindergarteners by the National Association for the Education of Young Children (NAEYC). Reading and writing materials are available as well as open-ended, hands-on math and sensorial activities. The curriculum will also reflect the day to day interests children bring in from the outside world. Teacher child ratio is 1:10. Please see the Pre-Kindergarten/Kindergarten Room handout for more information about this program.

In the Director's absence, she/he may designate the person(s) authorized to act in accordance with this policy. The EWEB Child Development Center Handbook is subject to change at any time.

EWEB Child Development Center has the right to refuse services to anyone providing refusal is not based on race, color, national origin, sex, religion, age, or disability.

USDA NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

EWEB CDC PARENT ACKNOWLEDGMENT FORM

I/We have received and read the Parent Handbook including the Discipline Policy and the Tuition Payment and Enrollment Policy and I/we understand and agree to abide by them.

Printed name(s): _____

Parent(s) Signature(s) _____

_____ Date

_____ Date

☺ Please sign this form and return it to the office. Thank-you.