



Shawnee Mission Christian Wee Care

# Parent Handbook

# Contents

WELCOME ..... 03

Educational Philosophy.....04

Eligibility for Child Care ..... 05

Non-Discrimination Policy..... 05

Admission Requirements ..... 05

Hours of Operation ..... 06

Payment Policy..... 06

Snow Days ..... 07

Vacation Policy.....08

Closures.....08

Dress Code ..... 08

The Parent/Guardian’s Role..... 09

Required Supplies ..... 09

Items From Home ..... 10

Pacifier Policy ..... 10

Communication between Home and Center ..... 10

Confidentiality..... 11

Guidance and Discipline Policy ..... 11

Health & Safety Policy..... 13

EMERGENCY PLAN ..... 16

Potty Training.....16

Food Service Guidelines.....17

Birthdays ..... 17

Withdrawal or Dismissal Guidelines ..... 18

Aggressive Behavior ..... 18

Biting ..... 19

Divorced or Separated Parents ..... 20

# Welcome

Dear Parent(s)/Guardian(s),

Thank you for choosing Shawnee Mission Christian Wee Care (SMC Wee Care) for your child. We understand that finding quality, affordable childcare for your precious child(ren) is one of the most difficult decisions that a parent faces. That is why we are dedicated to offering quality, affordable childcare.

Olivet Baptist Church has supported Shawnee Mission Christian School for many years. In conjunction with the school, we have offered a preschool program. In 2006 we saw the need to expand this program to include a full infant through school-age daycare. This gives us the opportunity to help the entire family.

We are doing this by offering a program that has before and after school care, infant and toddler care and preschool age care. SMC Wee Care is licensed by Kansas Department of Health & Environment (KDH&E). We have a learning environment with curriculum from A Beka Book Publications. We serve a healthy breakfast, lunch, and a morning and afternoon snack, which are all included in your fees. We have a loving and nurturing staff. Our program is one that encourages the child academically, physically, and spiritually. All this in an environment that is safe, fun and nurturing, but above all, loving.

Shawnee Mission Christian Wee Care

\*\*This handbook was updated March 2014.

# Educational Philosophy

It is our center's belief that children are a gift from God. With that gift comes great responsibility. Parents, first and foremost, are given the responsibility to train their children in the way they should go and when they are old they will not depart from it (Proverbs 22:6). We believe that teachers and care providers also have a responsibility to function as agents to reveal God's truth to children. To do this, we are committed to providing a safe, healthy, and loving environment in which children can grow, develop and learn to become productive individuals who exhibit the principles of Christ outlined in Philippians 2.

We believe that children must know that they are loved and that they were created by a God who is compassionate and loving. We also believe that children learn through doing, and being "hands-on". To accomplish both of these beliefs, we plan a curriculum that is Christ-centered and integrated into an environment that stimulates each child's physical, social, emotional, moral and cognitive development. With this in mind, our classrooms are set up in Learning Centers which provide the "hands-on" learning for each child. Each Learning Center provides developmentally appropriate activities for children to choose from. Teachers and care providers actively participate in the learning process of children by providing stimulating and challenging group activities for children, and by interacting one-on-one with children during the "hands-on" experiences.

We know and understand that an important part of early childhood education is helping children develop socially. It is critical that children are assisted in, and learn to be appropriate and positive in their interactions with other- children, teachers and care givers alike. This is addressed in every aspect of interaction in our center, as well as in our curriculum through the child/child and child/teacher interactions in learning centers and group activities. Teachers and caregivers also model the appropriate Christ-honoring interactions with children, parents and their co-workers.

It is also our belief that children must learn to make and be responsible for their own actions and decisions. To make this possible, first, our teachers and care givers model appropriate, Christ-honoring actions and decisions. Secondly, teachers and care givers guide children to make acceptable choices which keep themselves, others and the environment safe and unharmed. It is our goal to help children to develop self-control and self-direction through the understanding of the consequences of their actions.

# Eligibility for Child Care

Enrollment is available for:

- |                     |   |
|---------------------|---|
| - Infants           | 6 weeks to 12 months                            |
| - Toddlers          | 12 months, walking independently to 2 1/2 years |
| - Preschoolers      | 2 1/2 to 4 years                                |
| - Kindergarten prep | 4 & 5 years (not yet enrolled in kindergarten)  |
| - School age        | 5 years (enrolled in kindergarten) to 12 years  |

Eligibility is considered upon completion of the applications forms and receipt of the registration fee.

An ongoing waiting list is maintained at SMC Wee Care.

# Non-Discrimination Policy

SMC Wee Care does not discriminate against any child or family based on nationality, race, color, religion, ancestry, physical handicap, or sex. We believe that all are equal in the eyes of God and should be treated with equal respect.

# Admission Requirements

Before children are admitted to SMC Wee Care, parents/guardian(s) pay a non-refundable enrollment fee and complete the following admission materials:

- Enrollment Form
- Parent/guardian Contract
- Emergency Medical Release
- Certificate of Health Assessment w/updated immunization record
- Emergency Contact/Authorization for Pick-up & Drop-off
- Notarized custody Declaration (when applicable)

All paperwork, including the certificate of health assessment and complete record of the child's immunizations are required by SMC Wee Care prior to the child's first day of attendance. Immunization records must be updated throughout the program year. All children are encouraged to have annual well-child visits with their pediatrician.

## Hours of Operation

Unless otherwise posted, SMC Wee Care will be open Monday through Friday from 6:45am until 5:45pm.

**Children must be signed in and out daily using the parent's/guardian's FULL NAME. Parents/guardians are responsible for coming into SMC Wee Care to leave and/or pick-up their child(ren). SMC Wee Care takes responsibility for the child at the time the parent/guardian signs in. Parent/guardian resumes full responsibility at the time the child is signed out (even if they are still on the premises). This will be strictly enforced. Disregard for this policy will be grounds for dismissal.**

Parents/guardians are responsible for notifying SMC Wee Care Director by 9:00 am if their child will not be attending, or of any schedule changes for the day. If your child does not arrive by their normal/designated time and we have not received a phone call giving us information on the changes, the Director, Assistant Director, or designated individual will contact parents/guardians to determine drop-off time. If your child is still in attendance after their normal/designated time, the Director, Assistant Director, or designated individual will contact parents/guardians to determine pick-up time.

SMC Wee Care must be notified in advance of exceptions when another person(s) will be picking up your child. Only individuals who have been listed on the Emergency Contact/Authorization for Pick-up & Drop-off form will be allowed to leave the premises with your child. A picture ID of the person(s) will be requested as verification.

Emergency numbers must be provided if the parent(s)/guardian(s) are not at their work site.

**Please be courteous of the time constraints of our staff and call if you know you are going to be late!**

If children are picked up after 5:45 pm you will be charged a fee of \$1.00 per minute that you are late. The late fee must be paid at the time the child is picked up or on the following morning before your child returns to SMC Wee Care.

If any child is left in SMC Wee Care after 6:45pm (one hour after official closing time), 911 will be called. Every effort will be made to contact parents or individuals authorized for pick up, before calling 911.

## Payment Policy

Upon enrollment, a one-time registration fee is due. The amount will be indicated on your parent/guardian contract along with your child's weekly tuition rate. Families shall be notified a minimum of 30 days in advance of any changes to center fees.

Tuition is due regardless of attendance, and payment is required in advance.

01. Payments of cash, check, or money order are accepted. Please make checks payable to SMC Wee Care or Shawnee Mission Christian Wee Care.
02. Payments can be dropped off in the toddler classroom or in the School Office.
03. A \$5.00 per day late fee will be charged for each late payment.
04. A \$25 returned fee will be charged for any returned checks, in addition to any applicable late fees. Accounts with more than two returned checks in the same calendar year will be required to pay by money order or cash only.
05. Delinquent accounts will result in immediate suspension of SMC Wee Care services.
06. A two week written or verbal notice is required if children exit SMC Wee Care. You will be asked to pay two additional weeks if no notice is given.
07. Please keep track of your checks and receipts for easy reference. SMC Wee Care provides yearly statements of your payments.
08. Payment is due on the Monday of the first week of your service period and every Monday thereafter. We prefer weekly payments, but arrangements can be made through the office for biweekly or monthly payments. If you plan to pay by the month you must count the number of Mondays there are in that month in order to not fall behind on your account, e.g., a family with a toddler would pay \$780 for a month with 4 Mondays, but they would need to pay \$975 for a month with 5 Mondays in order to stay current on their account.

## Snow Days

SMC Wee Care will open at 9:00 am on days that the Shawnee Mission School District has closed for inclement weather. This will allow our staff the opportunity to arrive safely at our facility and be able to clear sidewalks and start warming up the classrooms. Please do not expect to drop your child off before 9:00 am.

Parent(s)/guardian(s) are to call SMC Wee Care prior to 9:00am and leave a message on the daycare extension stating if your child will be in attendance for the day, or not. This will help us plan our staffing pattern for the day.

If the weather is such that it is impossible or unsafe to be on the road and we must close the center, parents will be contacted.

# Vacation Policy

Each full time family is allowed 2 weeks of vacation (up to ten days per calendar year), which can be used when children will be absent from the center. Part time families will be also be allowed 2 weeks of vacation, but cannot exceed the number of days their child would normally be in attendance over a two week period, e.g., a family whose child is normally in attendance two days per week would receive four days vacation per year. A Vacation Request form must be submitted at least 2 weeks prior to the dates to be used as vacation. These forms are available upon request.

# Closures

SMC Wee Care will be closed on the following days:

- New Year's Day
- Good Friday
- Memorial Day
- July 4th
- Two or Three in-service days per year occurring in August, to be announced annually
- Labor Day
- Thanksgiving Day, the day before and the Friday after
- Christmas Break will be announced annually (usually 3 days)

FULL TUITION IS DUE DURING ALL WEEKS OF THE CALENDAR YEAR, WITH THE EXCEPTION OF YOUR ANNUAL VACATION DAYS.

# Dress Code

Children should arrive simply and comfortably dressed in street clothes for play and participation in SMC Wee Care Activities (KDH&E 28-4-438b), and that day's weather. Our program is designed for active and sometimes messy play. All efforts are made to protect your child's clothing during messy play time but as you know, sometimes things happen that are unplanned. Please keep this in mind as you dress your child in the mornings.

Also, we ask that all girls wear shorts (preschool) or diaper covers (infant/toddler) under their dresses. We try to encourage modesty in our Christian environment, so your assistance in this area would be greatly appreciated.



Our program is also designed for large segments of outdoor play time. This is in our daily schedule, except during extreme weather occurrences. Please make sure that your child is dressed appropriately for the outdoor environment. This would include winter coats, hats and gloves during the winter months, light jackets & hood/hat for Spring & Fall, and cool, modest clothing for summer.

## The Parent/Guardian's Role

We believe parent(s)/guardian(s) are the first teachers of their children and are an important part of SMC Wee Care. Their active role enhances their children's experiences and allows them the opportunity to participate in shaping their child's care and education. Our goal is to provide a God-centered, warm, welcoming atmosphere where parents/guardians and staff work together as partners as commanded in God's Word.

## Required Supplies

The following items are things that we ask that you bring, permanently labeled with your child's name, to leave at SMC Wee Care for your child's use (unless indicated otherwise):

Infant:

- 3 bottles with lids/caps – to be left at daycare
- 2 extra changes of clothing
- If Using Formula: Enough formula for the week
- 1 crib sheet
- If Nursing: Enough milk for each day (If brought in storage containers they must be clearly marked with child's name, contents, and date expressed.)
- 5 burp clothes
- Package of Diapers
- Package of Wipes
- 1 small blanket

Toddlers:

- 2 extra changes of clothing
- Package of Wipes
- 1 blanket
- Diaper bag (please do not bring a diaper bag for your child, unless someone else is picking up your child and needs items for our child. This ensures that we do not have medication or toxic items brought into the center that must be locked in the cabinet.)
- Package of Diapers
- 1 crib sheet

2 1/2 to 3 year olds:

- Package of Pull-ups, if child is not potty trained
- Package of Wipes, if child is not potty trained
- 1 crib sheet
- 1 blanket
- 1 pillow for naptime, optional
- Backpack (to be sent home daily with child)
- 2 complete changes of clothes (socks, underwear, pants, shirt; seasonally appropriate)

4 & 5 year olds:

- 1 crib sheet
- 1 blanket
- 1 pillow for naptime, optional
- Backpack (to be sent home daily with child)
- 1 complete change of clothes (socks, underwear, pants, shirt; seasonally appropriate)

**If your child has an accident and uses spare clothing, please be prompt in returning clean clothing**

## Items from Home

Please leave children's personal items and valuables (i.e. toys, money) at home with the exception of "Show & Tell" days, or special days requested by the teachers. Please keep items age appropriate. The exception would be one stuffed animal or blanket to get them through separation at drop off.

## Pacifier Policy

The purpose for a pacifier is to soothe the infant with non-nutritive sucking. SMC Wee Care strongly discourages the use of pacifiers beyond the age of 12 months when non-nutritive sucking stops. Pacifier use beyond the age of 12 months is detrimental to the speech development of children. Pacifiers are prohibited in the 2 1/2 to 4 year old classrooms.

## Communication between Home & Center

The policies and procedures outlined in this handbook have been developed in order to help define the dynamic relationship that exists between children, parent(s)/guardian(s), and SMC Wee Care staff as we work together for the benefit of families.

Effective communication between parent(s)/guardian(s) and teachers is the key to a child's comfort and success at SMC Wee Care.

Parent teacher conferences will be scheduled upon request by teachers or parents/guardians at a time mutually agreed to.

Staff will respond professionally to concerns and questions. We ask that you speak to staff at times when they are not responsible for supervising children.

You are always welcome to spend time with your child at the center. If you have any special skill or talent, we invite you to share it with your child's class.

Please feel free to eat lunch, read stories, join a field trip, or enjoy the outdoor environment with your child.

Informal conversation between parents(s)/guardian(s) and teachers happens daily. In addition, parents are offered other means of communication:

- Daily reports are sent home daily with children in the infant and toddler classrooms.
- Announcements of special events and daily activities will be posted on classroom doors.
- Periodic notes, daily charts, a monthly newsletter, and a calendar of events are distributed

## Confidentiality

All family records are confidential. Only authorized SMC Wee Care staff has access to files. Regulatory agencies such as Kansas DCF or KDHE have legal access to class lists and files in the course of duties involving licensing, supervision, or special services.

No information will be released to any other person or agency without parent's/legal guardian's written permission.

Each family's name, address, telephone number, and child's birth date are included on a class roster that may be distributed only to other enrolled families and staff. If you want your address and/or phone number deleted from the list, you must notify SMC Wee Care in writing within one week of enrollment. Center staff routinely uses photographs and videos of the children as part of the curriculum. In addition, children's pictures or videos may be used for publicity. If you object to your child's picture or video being used for publicity, you must notify SMC Wee Care within one week of enrollment.

## Guidance and Discipline Policy

Discipline is the slow, bit by bit, time consuming task, of helping children see the sense in acting a

certain way.

All actions are taken to help a child learn positive social conduct and develop self-discipline. In general, our staff works to help children discover alternatives to “acting out” behavior by helping them resolve conflicts with problem-solving skills.

Conflict resolution techniques used depend on the child’s age and developmental level. SMC Wee Care staff will help teach children about appropriate behavior by:

- Diligence:** In enforcing the rules and consequences, rising above our personal feelings
- Imitation:** Imitating Christ (Ephesians 5:1), modeling appropriate behavior.
- Structure:** Planning ahead, being consistent in daily routines, setting realistic expectations.
- Creativity:** In discipline, giving the children choices, because children have different personalities.
- Identification:** Realizing the difference between mistakes and willful disobedience, dealing with the long-term need.
- Prayer:** Being thankful for every child (Philippians 1:3-11), praying for them every day.
- Love:** Loving each child, as God loves us (1John 4:19). Children don’t care how much you know, just how much you care.
- Involvement:** Looking for ways to say “yes”. For example, we say: “We use walking feet” rather than “No running”. The harder you “play” the more they will learn.
- Network:** Partnering with parents to reinforce God’s plan. Maintain open communication. Don’t undermine each other’s authority.
- Encouragement:** Praising good behavior often. Forgiving, hugging, and forgetting the child’s misbehavior (Proverbs 22:6).

**SMC Wee Care guidance and discipline policy does not include: corporal punishment, verbal abuse, threats, derogatory remarks about children or their families, binding or tying children to restrict movement, enclosure in a confined space, or withholding or forcing foods (KDH&E 28-4-427).**

**Suggested Guidance Techniques Used With Infants & Toddlers:**

- Remove tempting items that are off limits to infants/toddlers. By nature they are curious about people and things. They are just learning.
- Re-direct the infant/toddler away from the activity that is not desired by attracting the child with a better choice.
- Ignore the behavior, if the child is not in danger or causing someone else to be in danger.
- Use the word “No” sparingly. “No” should only be used when the infant/toddler is approaching danger. Over using the word “No” may result in the child learning to ignore you.

- Provide duplicates of popular toys. Infants and toddlers do not yet understand the concept of “sharing”.
- Place a toy or item in “time-out”, not the child. Infants/toddlers have short attention spans and are naturally active. Time-out for infants/toddlers is not appropriate.

#### **Suggested Guidance Techniques Used with Preschool Age Children:**

- Any of the above methods of guidance PLUS:
- Allow preschool age children to make ACCEPTABLE choices and let the natural consequence of the decision be on the teacher (as long as the consequence is not dangerous). Be sure to offer choices you can live with!
- Help children solve problems. Offer suggestions when necessary and allow the child to decide.
- Talk about the rules of SMC Wee Care. Children learn by repetition. Allow the preschool age children to help set the “rules”.
- Time-out should be used sparingly. Over use of “time-out” or any method of guidance causes the method to become “old hat” which causes it to lose its effectiveness. Time-out is not about your ability to control the child. Provide a “time-out space” for the child that is nearby and which allows you to clearly supervise the child. Invite the child to rejoin the group when he/she is ready. Talk about behavior, and reassure the child when he/she rejoins the group. Never place a child in time-out for long periods of time.

## **Health & Safety Policy**

### **Food Allergies:**

For the safety of your child, parents are required to provide a doctor’s note, either in prescription form or on doctor’s letterhead, detailing the allergies that your child suffers from at the time of enrollment or when the allergy is discovered. Any allergy that requires a food substitution must be outlined and given to SMC Wee Care Administration in the manner outlined above. No food substitutions will be given per parent request.

### **Illness:**

SMC Wee Care takes the health and welfare of its students seriously and holds the parents responsible for not sending sick children to childcare. **At any time, SMC Wee Care Director or Assistant Director re-**

**serves the right to exclude a child with or without a doctor's note for any period of time we feel the child is contagious.**

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within the 45 minutes, it becomes the parent's responsibility to arrange for alternate pick-up with someone listed on the child's emergency contact form. Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for

<b>Shawnee Mission Christian Wee Care Exclusion Policy</b>	
<b>Child's Symptom(s)</b>	<b>Re-admit When:</b>
Fever of 101 F orally, 102 rectally, or 100 F Auxiliary	Fever-free for 24 hours, w/out fever reducing medication.
Any of the following symptoms: Cough Sore throat Sneezing Swollen Glands Skin rash (other than mild diaper rash)	Doctor's note stating that the child is non- communicable.
Red, watery, or draining eye(s)	All discharge has ceased or a doctor's note stating the child is non-communicable.
Drainage from the ear(s)	All discharge has ceased or a doctor's note stating the child is non-communicable.
Lice	After treatment, free of lice and nits.municable.
Skin Sores (Lesions possibly indicating chicken pox, impetigo, ringworm, scabies, etc.)	All skin sores are healed or a doctor's note stating that the child is non-communicable.
Diarrhea (Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper.)	Diarrhea free for 24 hours.
Vomiting	Free of upset stomach and vomiting for 24 hours.

**SMC WEE CARE TEACHERS WILL EVALUATE EACH CHILD ON AN INDIVIDUAL BASIS TO DETERMINE IF ILLNESS PREVENTS THE CHILD FROM PARTICIPATING COMFORTABLY IN ACTIVITES OR RESULTS IN THE NEED FOR GREATER CARE THAN THE STAFF CAN PROVIDE WITHOUT COMPROMISING THE HEALTH AND SAFETY OF THE OTHER CHILDREN.**

determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics and Kansas Department of Health & Environment.

### **Surgery & Hospitalizations:**

If your child is hospitalized due to illness, or undergoes surgery of any kind, SMC Wee Care requires a written doctor's release before your child returns to the program. This release must be submitted to SMC Wee Care Administration, and must deem your child healthy enough and able to return to normal activities. If there are restrictions on your child's activities and they are such that the staff of SMC Wee Care cannot reasonably work with the restrictions, or they interfere with the normal activity of the classroom in a way that is deemed unreasonable, your child will not be allowed to return. When the restrictions have been lifted, in writing by the child's doctor, then your child will be allowed to return to the program.

### **Dispensing Medication:**

SMC Wee Care will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with the administration instructions. SMC Wee Care will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One Doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given and the method of delivery (i.e. orally or through feeding tube, etc.). If a child is on a long term medication, then a note must indicate the length, for a maximum of one year. If/when the dose changes or the administration of a long-term medication is ceased; a new note must be obtained from the child's doctor. Please bring medication in prescription bottles that can be left in the locked cabinet, and NOT sent home nightly, until course of medication is completed. (Pharmacies will give a second bottle with a prescription label on it, upon request).

Parents are also required to complete a KDHE Medication form for each medication to be dispensed. Medication forms are available in each classroom, upon request.

SMC Wee Care will dispense over-the-counter or fever reducing/pain medication (i.e. Children's Tylenol, Children's Motrin, Children's Tylenol Cold, etc.) with a doctor's note. This note must include the appropriate dose for the child it is to be administered to, the frequency it may be administered. It also must be dated with expiration date, maximum of one year. (Staff will not be able to give a dose of medication that differs from the doctor's written note.) Parents are required to supply an UNOPENED bottle of fever reducing/pain medication clearly labeled with their child's name. If a parent has not requested that medication be given, yet the staff feels administering fever reducing/pain medication is necessary, the

Director or designated person will contact a parent for verbal consent. (This will only be done if medication and a Dr.'s note are on file). The teacher will document the amount of medication administered and the time it was given.

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

## EMERGENCY PLAN

There is an emergency plan posted in every classroom. Below is the basic plan, with a few details left out of the handbook copy for security purposes.

**FIRE:** Children will be evacuated in a safe and orderly manner. Children will be kept calm and away from harm until we are given an all clear to return to the building and or the parents will be contacted.

**STORM/TORNADO:** Children will be escorted to the basement hallway area at the South end of the building which is the lowest level of the building. Children will be kept away from doors and windows. Children will be kept calm and out of harm's way. Parents will be contacted after we are given the all clear.

**SERIOUS INJURY:** In the event of a serious injury, 911 will be called. Parents will be contacted and the child or children will be accompanied by a daycare staff member to the emergency care facility. A staff member will remain with the child until the parent arrives.

**FLOOD:** Children will be escorted to the upstairs level which is the highest level of the building. Children will be kept away from doors, windows, and stair wells. Children will be kept calm and out of harm's way. Children will remain on this level with the staff members until it is safe to move to the ground level or until rescue has been made. Parents will be contacted as soon as possible.

**LOCKDOWN:** Code word will be given. At this point, teachers know what to do as the rest of the policy is posted in the classroom and has been reviewed with all staff. Children and teachers are not to leave the classroom until an all clear is announced. Parents will be contacted as soon as possible.

For cases such as a storm/tornado emergency, the children will be kept in their designated basement areas until an all clear is sounded. If there is a situation where you are trying to pick up your child from daycare at the time of this type of emergency, the only door to the building that is unlocked is the church office entrance. This door is located on the west side of the building, shaded by two large trees. Please use this door and then make your way to the basement. Further information on locating the basement is available from the Director, upon request.



## Potty Training

Due to structural design, our Toddler class is introduced to the toilet during curriculum learning. No child is ever forced to sit on the toilet and we understand that children progress at different rates in this area of their development. We do not potty train, but willingly assist and encourage parents in this process. Potty training can be stressful for a child, so we strive to keep it stress free and fun. Reading fun books and taking field trips to the different restrooms in our building are a couple of different techniques we use to try and encourage potty training. We do not want to put demands on the child to be trained too early, however, it is important to try and have this accomplished by the age of three. As children move into our preschool rooms, this becomes difficult to have children who need diaper changes. Pull-ups are preferred during the transition from the toddler room to the 2 1/2 - 3 year old classroom. Potty training needs to be completed by the time the children transition to the 4-5 year old classroom.

## Food Service Guidelines

- Menus are posted in all Wee Care classrooms, and copies of the menu are available to take home, please ask staff members where copies are located.
- Breakfast, lunch, morning and afternoon snacks are served daily to all children. Infants may take part in our meals/snacks when we have parental permission for them to eat off of our menu.
- Infant bottles and Sippy cups must be labeled with the child's name, the day's date and the contents. **All bottles are required to have a fitted lid.**
- An adequate amount of food will be served to meet each child's need.
- Meals are planned as relaxed, social experiences, and are served "family style" so that children develop self-help skills. Although never forced to eat, children are encouraged to sample small portions of each item, or take a "courtesy bite". Teachers are seated at the table with children and are models of appropriate behavior and dining habits. They will be sensitive to the individual eating patterns of each child. **Children are asked to arrive at the posted meal times in order to participate.**

## Birthdays

Birthdays are a special time. We enjoy celebrating them together. Classes will develop their own simple

ceremonies based on the developmental stages of the group.

You are welcome to take part by joining your child's class for part of the day.

If you would like to bring a special snack, we ask that you avoid excess sugary treats (example: cupcakes and 100% juice (juice boxes) or milk, but not cupcakes and Kool-Aid).

For safety reasons, please consider the toys or special items that you bring/send to help celebrate your child's special day. The items should be large enough that they would not be choking hazards (they should not fit through a toilet paper tube). When planning on the number of items/treats to send, please ask your child's teacher so that no one is left out.

## Withdrawal or Dismissal Guidelines

Two weeks written notice is required for withdrawal.

SMC Wee Care reserves the right to ask a family to withdraw a child from SMC Wee Care for, but not limited to, the following reasons:

- When the program cannot meet the needs of the child or when the child cannot adapt or adjust to the group setting.
- Chronic behavior problems or acts of aggression.
- Non-payment of tuition according to the payment policies.
- Lack of cooperation by the parent/guardians with regard to SMC Wee Care policies and state regulations as outlined for licensed childcare facilities.
- A child's absence, with no notice to SMC Wee Care, for one week.

Be assured that prior to dismissal actions will be taken, the staff will work closely with families making every effort to resolve problems.

## Aggressive Behavior

Children who demonstrate aggressive behavior are experiencing stress/distress and need support and guidance during and following the incident. In SMC Wee Care, the following guidelines are implemented when dealing with a situation in which children display aggressive or destructive behavior:

- Respond promptly to the situation. Comforting first any child that was injured. State clearly, to both children, that hurting others is not all right and redirect both children to different activities.
- For preschool and school age children, time outs will be given after two verbal warnings and

redirection. The first time out will be one minute in length. The second will be two minutes and so on.

- Any time a child is injured, staff will document the situation using an incident report.
- Factual documentation shall be kept that reflects the environment, circumstances surrounding the behavior, and consequences for the child.
- When a child's behavior becomes challenging and disruptive and can no longer be maintained through common behavior management techniques, or threatens the safety of the child, other children, and/or staff, a parent/guardian/teacher conference shall be arranged immediately.
- The parent(s)/guardian(s), teacher, and Program Director shall develop a behavior intervention plan designed to meet the special needs of the child. The plan should consist of strategies and techniques that will be effective in controlling the child's behavior and identify each adult's roles and responsibilities, as well as a time frame for improvement and next steps.
- If the behavior continues over a period of time, parent/guardians may be counseled to seek a more appropriate childcare setting. SMC Wee Care can serve as a resource and referral for parents/guardians as they locate other options.

## Biting

SMC Wee Care recognizes that biting is one of the most common, but most difficult behaviors for children beginning in the infant and toddler rooms, and sometimes lasts through the 2 1/2 year old classrooms. Parents with children in these classrooms should expect their children may be bit, or may bite 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 can be a common behavior at these ages, and that the staff is working to identify situations which provoke or elicit this behavior so it can be prevented in the future. For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power. No matter what the cause, biting in a group situation causes strong feelings with all involved. It does help, however, to be aware of the potential problem before it happens, and Wee Care staff will form a plan of action if it does occur.

Children older than 3 years old 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 guidance & discipline policy,

as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents may have their child's service terminated. Children in this older age group who repeatedly (3 times or more) bite may have their services terminated since the safety of all the children in the program is of the utmost concern of SMC Wee Care.

Parents will be notified by incident report that a biting incident occurred during the course of the day. 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 cannot be disclosed

## Divorced or Separated Parents

If divorced or separated parents share custody, every effort will be made to see that both parents receive communications from SMC Wee Care. If one of the parents has restricted access for custody or visitation, and that restriction will affect SMC Wee Care arrangements, please furnish the center office/Director with a certified copy of the custody/visitation agreement.

SMC Wee Care does not become involved in custody disputes. Please do not ask staff or the director to document and/or discuss any actions or behavior of another parent.