

Starmont Child Care Center

FAMILY HANDBOOK

2023-2024



**3202 40th Street
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Table of Contents

Welcome	
.....	
.....5	
Handbook	
.....	
.....5	
Mission Statement	
.....	
.....5	
Vision	
.....	
.....5	
Licensing	
.....	
.....5	
Ratios	
.....	
.....5	
Staff	
.....	
.....6	
Days and Hours of Operation	
.....6	
Enrollment	
.....	
.....6	
Discharge Policy	
.....	
.....6	
Legal Status of Student	
.....	
...7	
Center Closing	
.....	
.....7	

Inclement Weather
..7	
Arrival/Pick-Up
.....7	
Tuition
.....7	
Rate Increases
.....7	
Payment Due Date
.....8	
Early Drop-Off and Late Pick-Up Fees8
Schedules/Notifications8
Signing In and Out
.....8	
Returned	
Checks.....
.....8	
Annual Registration	
Fee.....
...8	
Snack	
Fee.....
.....8	
Fundraisers.....
.....8	
Other	
Fees.....
.....9	

Termination	
.....9	
Unlimited Access.....9	
Restricted Access	
.....9	
Video Surveillance Cameras	
.....10	
Daily Center	
Schedule.....10	
Curriculum.....10	
Communication	
.....12	
Donation Policy	
.....13	
Dress Code	
.....13	
Emergency Procedures	
.....1	
3	
Health and Safety	
.....13	
Pets	
.....13	
School Nurse	
.....13	
HAWK-I Insurance for Children	
.....14	

Administration of Medication	14
Student Illness or Injury	14
Quiet Area for Ill or Injured Children	15
Communicable and Infectious Diseases	15
Health Screening	17
Employee Health	17
Toilet Learning	17
Breakfast/Lunch /Snacks	17
Items to Bring To the Center for Your Child	18
Sharing Day	19
Field Trips & Non-Center Activities	19
Transportation	19
Center Pictures	19
Encouraging Positive Behavior	19

Biting Policy	
.....	
.....	21
Safe Sleep Policy	
.....	
.....	21
Tot Tree Toy Supervision	
.....	21
Allegations of Abuse of Students by Employees	
.....	21
Drones or Unmanned Aerial Vehicles (UAVs).	
.....	21
STEPS for Positive Solutions	
.....	23
Homeless Liaison	
.....	
.....	24
Signature Page	
.....	
.....	25

STARMONT CHILD CARE CENTER PARENT HANDBOOK

Welcome

Welcome to the Starmont Child Care Center. We are so happy that you have given us the opportunity to care for a very important member of your family.

Starmont Child Care Center is committed to provide quality child care in a safe, nurturing and enriching environment. Recent brain research tells us that over 90% of a child's brain is developed before entering kindergarten. With this in mind, we look forward to partnering with you during this rapid stage of growth and development.

Please review this handbook and keep it for future reference. We encourage you to keep in contact with us with any questions or concerns you may have as the year progresses. We strongly believe in the power of collaboration and that working together makes for stronger experiences for children. Thank you for the opportunity to be a part of your child's early years!

Handbook

A copy of this handbook which details our policies and program, is available for review on the bulletin board in each child care room for all parents and staff to view. Staff receives a copy upon employment, and each parent receives a copy at the time a child is admitted to the Center.

Mission Statement

109.1(4)

Starmont Child Care Center is committed to providing a safe, nurturing and enriching environment that fosters the development and enhancement of the mental, physical, emotional and social health of each child and family.

Vision

109.1(4)

Starmont Child Care Center is a non-profit organization operating under the direction of the Starmont Community Schools Board of Education, a director, and staff. Our goal is to provide a rewarding experience for you and your child by offering a developmentally appropriate environment designed to enhance the social, emotional, intellectual, language and physical development of your child.

Licensing

Starmont Child Care Center is licensed by the Iowa Department of Human Services to provide full and/or part-time childcare in compliance with the Iowa Administrative Code 641, Chapter 109.

Ratios

Starmont Child Care Center complies with the Iowa Rules for ratios of children to staff members. The state regulation for ratios is as follows:

<u>Age of Child</u>	<u>Number of Staff</u>
Under 24 months	1 caregiver for every 4 children
2 year of age	1 caregiver for every 6 children
3 years of age	1 caregiver for every 8 children
4 years of age	1 caregiver for every 12 children
5 years of age	1 caregiver for every 15 children

Staff

The director, staff and volunteers at Starmont Child Care Center have educational backgrounds and experiences that meet or exceed the Iowa Department of Human Resources licensing regulations. All are certified in basic first aid, CPR, and universal precautions earning a minimum of six hours of professional development per year. Additionally, they pass a criminal record check every 2 years and have met the child abuse/mandatory reporting requirements. Also, the director, staff and volunteers have been informed of our strict policy on confidentiality. Mandatory compliance is required in all situations. Staff are not permitted to discuss the case of any individual child or their family outside the center.

Days and Hours of Operation

Starmont Child Care Center is open during the school year Monday through Friday from 7:30 a.m. – 5:00 p.m. for children ages 4 weeks through preschool. On Starmont professional learning days the center will close at 4:00pm for all families.

Enrollment

109.4(2)b

Enrollment is based upon a first-come, first-serve basis with staff and their immediate family members having priority regarding vacancies. Immediate family members include: sons, daughters, and children staff members have legal guardianship of. All information forms that are listed below must be completed and turned in to the director/elementary principal before a child attends.

- Intake Information Sheet
- Parental Emergency medical Consent Form
- Health History Form
- Pick-up Permission Form
- Field Trip Permission Form
- Child Physical Form (signed by physician)
- Child Immunization Form (signed by physician)

In the event that an age group is full, a child's name will be placed on a waiting list. As vacancies occur, pre-registered children will have first priority. Due to the operational needs of the center (when space is limited or full), full-time children (at least 24 hours per week unless enrolled in the Starmont preschool) have priority over part-time and drop-in children. In the event an expectant mother is pre-registered and there is an opening prior to her child starting, the opening may be filled by a temporary child. Parents may call to check on the status of the waiting list.

Drop-Ins – Child care may be provided for children who are not enrolled and do not attend on a regular basis (less than 24 hours per week), provided there are openings based on the staff to child ratio in the rooms. Parents must first complete and provide the required registration forms ahead of time. Parents must call the morning they desire their child to attend, to ensure there is an available spot for their child that day.

Discharge Policy

109.4(2)b

The following situations would result in discharge from the Starmont Child Care Center: failure to meet Center policies, failure to pay childcare fees, inability of the child to adjust to the group experience, and/or threat to other children, staff or self.

The Director will contact the parent/guardian to address the above situations. Decisions made by the Director can be appealed to the Superintendent and then to the Board of Education at their next Board meeting.

Legal Status of Children

If a child's legal status, such as their name or custodial arrangement, should change during the school year, the parent or guardian must notify the Center. We need to know when these changes occur to ensure that we have a current enrollment record.

Calendar

Starmont Child Care Center follows the Starmont Community School Calendar. We are open on Monday-Friday from 7:30 a.m.-5:00 p.m.

Inclement Weather

109.10(15)

Starmont realizes how important reliable childcare is for families and works hard to meet this need. However, due to winter weather in Iowa, there may be times when the center will need to close for the safety of our staff. Please listen to KCRG –TV, KWWL- TV, KGAN TV or KMCH, KOEL, KCTN, or WMT radio for announcements of Starmont School closings.

Arrival/Pick-up

Parents or designated individuals on the pick-up permission form must bring their child into the classroom each day. Please sign your child in and notify your child's classroom staff that your child has arrived. This ensures safety/security for our kids as well as increases the opportunity for communication about your child between parent and staff.

Please note any changes as posted on the parent bulletin board. Please notify the center as early as possible (no later than 7:00 a.m.) if there is any change in your child's drop off/pick up time so staffing may be adjusted.

If drop off is between 11:00 and 2:00, your child needs to already have eaten and be prepared to lay down for nap/rest time.

Tuition

109.4(2)a

Infants: \$3.75 per hour as contracted each week

Ages 2 and over: \$3.75 per hour as contracted each week

Drop-In Rate: \$4.00 per hour (regardless of age) This includes children contracted for less than 24 hours per week. This included school aged children who will only be served on Starmont professional development days.

Sibling Discount: All infants are \$3.75 per hour as contracted each week. For ages 2 and up the second child and beyond is \$2.25 per hour

Rate Increases

109.4(2)a

Starmont Child Care Center reserves the right to increase the child care rates with 2 weeks' notice.

Payment Due Date

109.4(2)a

Payment is due **in full** on Friday or the last business day of the week, with a grace period until Wednesday, regardless if your child attends that week (if you contract for time but your child does not attend, you are still responsible for payment). Partial payments, regardless of the amount short, will be assessed a late fee of \$20.00. Payment should be turned into the elementary school office.

If payment is not received by 10 days after the billing date, we will no longer provide childcare services until payment is made. We will not hold checks to avoid late fee charges.

If you should be gone a week and will not be able to submit payments by close of business on Friday, payments must be made in advance. Parents will need to consult with the director/principal to make any other arrangements.

Early Drop-off and Late Pickup Fees

109.4(2)a

A cost of \$1.00 per minute per child will be charged for picking up children past the scheduled time. A ten-minute grace period may be allowed. No grace period will be allowed at the end of the day. Please call if you know you will be late to save the staff trying to find you and also so your children are not worried about you. Calling, however, does not prevent assessment of the late fee.

Schedules/Notification

At the time of registration, a weekly schedule for the child must be completed. Weekly schedules need to be turned in no later than 6:00pm Tuesday. If your child will not be attending a week, a schedule still must be completed with the notation "off all week."

Signing In and Out

Parents must sign their children in and out in the designated notebook just inside the door. Failure to sign in or out will result in the time defaulting to either 7:30 a.m. or 5:00 p.m., and you will be charged accordingly. Any approved individual picking up a child other than a parent may seek assistance from a staff member in signing in or out but will still be responsible for signing the children in or out.

Returned Checks

109.4(2)a

A \$20.00 service fee will be billed for returned checks. Starmont Child Care will reserve the right to refuse any further checks.

Annual Registration Fee

109.4(2)a

An annual registration and materials fee of \$50.00 per child is due with your child's registration each year. These fees are non-refundable and will be used to purchase classroom supplies. Wednesday only children are \$25.00 per year. The annual registration fee will be mailed to your home in July.

Snack Fee

Starting at age one, a fee of \$125.00 per child per semester will be charged for snacks and breakfast. When the snack fee gets low, parents will be assessed the fee again to replenish the account. Parents are NOT expected to provide snacks or breakfast. Wednesday only children will pay \$35.00 per child per semester. The first semester snack/breakfast fee will be mailed to your home in July.

Fundraisers

Parents are expected to participate in fundraisers.

Other Fees

109.4(2)a

Parents will be responsible for bringing diapers, diaper cream, wipes, baby food, formula/breast milk, and sunscreen to the childcare program.

Termination Procedure

Parents are required to notify the director/principal in writing when their child will no longer attend the Center. A two-week written notice is required. In the event this is not possible, the parents will be charged for 2 weeks of fees, based on the average week or at the director/principal's discretion. Starmont Child Care Center reserves the right to terminate child care without notice.

Unlimited Access

Parents shall be afforded unlimited access to their children and to the provider caring for their children during the center's hours of operation or whenever their children are in the care of the provider, unless contact is prohibited by a court order. Starmont Child Care Center has an open door policy, and you are welcome to stop by to visit your child at any time. Please contact the child care staff during their working hours if you have a question or concern. Thank you.

Restricted Access

Any person who is not employed by Starmont or who volunteers and who has had a record check and approval to be involved with child care shall not have unrestricted access to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.

Persons who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.

Center staff will approach anyone who is on the property of the center, without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact the Director to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the "intruder" procedures. Non-center persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):

- a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
- b. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.
 - i. The center is not obligated to provide written permission.
 - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 - a. The precise location in the center where the sex offender may be present.
 - b. The reason for the sex offender's presence at the facility.
 - c. The duration of the sex offender's presence.
 - d. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 - e. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant

Video Surveillance Cameras

The Starmont Community School District Board of Directors has authorized the use of video cameras on school district premises and school district transportation. The video cameras will be used to monitor and record student behavior to maintain order on school premises and school transportation and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video recordings may be used in a student disciplinary investigation and/or proceeding. The content of the video recordings may be confidential student records and may be retained with other student records. Video recordings may be retained if necessary for use in a student disciplinary investigation and/or proceeding or other matter as deemed necessary by the administration. Parents may request to view video recordings of their child if the video recordings are used in a disciplinary proceeding involving their child.

Daily Center Schedule

7:30 Free Play As Children Arrive	10:45 Lunch
8:00 Breakfast	11:15 Library
8:15 Library	11:30 Rest
8:30 Circle Time	2:15 Snack
9:00 Free Play	2:30 Library
9:30 Fine Motor activities	3:00 Free Play/Crafts/Games
10:00 Free Play, Restroom Breaks, Large Motor, Outside or Gym Play	5:00 Snack

The children are able to use the restroom whenever they need to. Diapers will be checked/changed every two hours. We also work on toilet training. The children will learn to become more independent. They will help with cleaning up their toys and meal/snack dishes. They will dress themselves for outside times.

Curriculum

109.12(1) and 109.4(2) and 109.12(3)

On the basis of scientific research and state and professional standards, The Creative Curriculum is Starmont Child Care Center's primary curriculum. It identifies the knowledge, skills, and concepts

important for children to acquire in content areas such as literacy, math, science, social studies, the arts, and technology. The curriculum focuses on learning basic concepts and skills through hands-on experiences and play activities. Some centers are designed to develop large and small motor skills while others are more academically oriented. This curriculum uses developmentally appropriate practices and an activity program appropriate to the developmental level and needs of the children. Reasonable accommodations are made based on the special needs of a child with a disability. There is a balance of active and quiet activities; individual and group activities; indoor and outdoor activity; and staff-initiated and child-initiated activities.

Common activity centers used at Starmont Child Care Center include:

1. Sensory Table
 - a. to explore with a variety of textures
 - b. concepts of size, shape and volume; empty and full
 - c. concepts of warm and cool, wet and damp, heavy and light
 - d. how to play socially with others and solve problems
 - e. to observe changes – a science skill
2. Math Manipulatives
 - a. Hand-eye coordination
 - b. Concepts of color, shape and location
 - c. Number of concepts such as more, less, longer and shorter
 - d. To create and reproduce patterns
3. Cooking Projects
 - a. Learn about nutrition, tastes and food groups
 - b. How heat and cold changes things
 - c. Concepts of volume and measure
 - d. Vocabulary
 - e. Whole-part relationships, math concepts
4. Blocks and Ramps
 - a. Concepts of size, shape, length and location, all reading and math skills
 - b. To create and repeat patterns, math skills
 - c. Exercise the imagination and express ideas
 - d. To create hypothesis and test for results, science skills
 - e. Cooperate with others and solve problems
 - f. About the properties of wood
5. Art
 - a. Exercise the imagination and creativity (idea of the process a child goes through to create something, not necessarily the end product)
 - b. Learn about how colors mix to create new colors, science
 - c. Learn about different textures
 - d. Concepts of size, shape, length and height
 - e. Hand-eye coordination
 - f. That ideas and creations have meaning and value
6. Science and Nature
 - a. Vocabulary development
 - b. Concepts of how things grow
 - c. Concepts of texture, weight, size and volume
 - d. To observe likenesses and differences
 - e. To appreciate nature and develop a sense of wonder

7. Drawing and Writing
 - a. To hold a pencil or other drawing implement and control the pressure
 - b. Increase hand-eye coordination
 - c. That ideas and creations have meaning and value
 - d. Concepts of shape, size, color and location
 - e. Express self with words when describing drawings
8. Music/Movement Activities
 - a. Balance and coordination
 - b. To be conscious of the moods and rhythms of music
 - c. To express oneself physically
 - d. Memory skills and sequencing
9. Dramatic Play
 - a. To be flexible in thinking and making decisions
 - b. To express self with words
 - c. To try on various adult roles
 - d. To improvise and use things in a symbolic way to represent something else, abstract thinking
 - e. To Carry out ideas with the cooperation of others
 - f. To exercise creativity and imagination
10. Books and Puzzles
 - a. That learning to read is important, relaxing and enjoyable
 - b. That letters on a page have meaning
 - c. To recognize certain words seen in print
 - d. To interpret pictures to represent words and ideas
 - e. To use more complex language patterns in speech
 - f. To follow the development of thought and ideas in the plot of a story
 - g. To express thoughts, ideas, and feelings more clearly
 - h. To develop eye hand coordination
 - i. To develop fine motor skills
11. Circle Time Activities
 - a. To listen and understand spoken words
 - b. That ideas added to the discussion have value
 - c. To wait while others are talking
 - d. Vocabulary development
 - e. To remember words to songs and poems
 - f. The names of others in the group
 - g. To be cooperative and considerate of others
 - h. To help plan an activity, what is needed to do it, and how it will get done

Children are becoming more coordinated and grasping more abstract and critical thinking skills at the ages of 3 and up. Therefore, the curriculum will have a concentration on reading readiness and handwriting in coordination with Starmont Elementary School's Handwriting Without Tears program.

Our Center makes reasonable accommodations under the Americans with Disabilities Act, if requested. Please contact the Director/Elementary Principal or Keystone Area Agency Education Association Consultant if you have any questions.

Program complements but does not duplicate the school curriculum. Program provides a curriculum or program of activities that promote self-esteem and positive self-image, social interaction, self-expression and communication, creative expression and problem solving skills. Program provides for a balance of active and quiet, individual and group, indoor and outdoor, and staff-initiated activities. Program provided activities that promote fine and gross motor activities. Program provides a nap and quiet time for all children under the age of six not enrolled in school who are present 5 or more hours per day.

Communication

Parents are encouraged to discuss their concerns about their children with staff or with the director/principal. Parents are expected to notify the staff if a child will not be attending on a scheduled day especially in the event of an illness.

A daily note will be shared with parents to inform them of their child's daily activity. Parents are encouraged to write back or share in person regarding important information from home. If there is an incident involving your child a report will be completed for you to read, sign and return to the office.

Donation Policy

Starmont Child Care is pleased to accept any donations given. We do, however, need to follow state policies in regard to the condition and purpose of the donation. All toys donated must meet guidelines set forth by the Department of Human Services and the American Academy of Pediatrics. We cannot have toys that are defective or broken anywhere in the center. All toys must be submersible into bleach water for sanitizing and must still operate correctly after doing so. All of our rooms are required to have age appropriate equipment or toys. It will be the policy of Starmont Child Care Center to accept donations given, but to use the discretion of the staff and director/principal to decide which donations can be accepted for use and which room is most age appropriate for those donations. All donations given will become the property of the Starmont Child Care Center.

Dress Code

Please dress children appropriately for the season. Parents may want to send a sweater/sweatshirt to keep at school for cool days. Sandals without backs, such as flip-flops are not allowed and any crocs worn must have the movable strap worn on the back to hold the heel in place.

Emergency Procedures

Fire and tornado drills will be held according to DHS guidelines. Crisis drills will also be held throughout the course of the year. Staff will instruct and practice with their children how to proceed in case of an emergency. Fire and tornado evacuation procedures are posted in all rooms. Crisis procedures are posted in all rooms in a booklet.

Health and Safety

109.10(1) and 109.10(11)

State licensing regulations require that each child admitted have a medical examination on file upon entrance. The examination must have been obtained within the last three months. Annual health updates are required thereafter.

State law requires immunizations to be recorded on a special form (included in the registration packet) and signed by a health official. Please inform the director/principal of the dates immunizations are given after enrollment so your child's medical file remains current.

Starmont is a tobacco-free campus. No tobacco products are allowed in the Center, in the outdoor play area, or in any vehicle used to transport the children.

Pets

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

School Nurse

Mrs. Jonna Keppler is our school nurse; her office is next to the elementary office. With your help, she assists with health protection and promotion for our students.

HAWK-I Insurance for Children

Parents can apply for low- or no-cost health insurance for their children through the state's Iowa Total Care, formerly known as HAWK-I, program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-833-404-1061 (toll free) or go to the web site at iowatotalcare.com for more information. Ms. Applegate has informational folders. Coverage must be renewed each year.

Administration of Medication

It is the policy of this Center that if medications are to be administered at the Center, the following will be in place:

- All medications shall be stored in their original containers, with accompanying physician or pharmacist's directions and label intact and stored so they are inaccessible to children and the public. Over-the-counter medications shall be labeled with the child's name.
- For every day an authorization for medication is in effect and the child is in attendance, there shall be a notation of administration including the name of the medicine, date, time, dosage given or applied, and the initials of the person administering the medication or the reason the medication was not given.
- In the case of medications that are administered on an ongoing, long-term basis, authorization shall be obtained for a period not to exceed the duration of the prescription.
- Some medications are given on an "as-needed" basis. The prescription or over-the-counter medication should indicate the status.

Medications will be stored in a safe, locked area. Refrigeration is available. This includes medications that are given on a daily basis for short or extended periods, as well as medications that are given just on an "as needed" basis. These may be kept at school or returned home daily.

Student Illness or Injury

All child care personnel are prepared to implement immediate and appropriate response to a medical or dental emergency. Staff and the director have been trained in Infant and Child CPR and Pediatric First

Aid. A first aid kit is located in each room and supplied at all times. The kit is checked and restocked on a monthly basis and after each use.

Each child shall have direct contact with a staff person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior that may adversely affect the child or the group. The Center will post notice on the classroom door where it is visible to parents and the public of exposure of a child receiving care by the Center to a communicable disease, the symptoms, and the period of communicability. The Center will use universal precautions with the handling of any bodily excrement or discharge, including blood and breast milk. A student who becomes ill or is injured at school must notify the staff as soon as possible. In the case of a serious illness or injury, we shall attempt to notify the parents according to the information on the emergency form to seek authorization for emergency medical or dental care. If the child is too ill to remain in school, the child will be released to their parents or, with parental permission, to another person directed by the parents.

While Starmont Child Care Center is not responsible for treating medical and dental emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

The financial responsibility for the child's emergency care and/or transportation is the parents. Parents shall be required to supply written emergency medical information annually. Parents are responsible for keeping this information current.

An incident report shall be completed after each injury and signed by the adult witness to the injury, the school nurse and director. A copy of the incident report will be sent home to parents.

Quiet Area for Ill or Injured Children

The Center shall provide a quiet area in the room away from activity for a child who appears to be ill or injured. The area shall be supervised by the adult in the room until the child can be picked up by a caregiver.

Communicable and Infectious Diseases

It is the policy of the Center to provide an environment that does not create substantial risk of transmission of communicable disease. If found we will notify you through a note home.

A child will be temporarily excluded from care when the child's illness causes one or more of the following:

- Prevents the child from participating comfortably in activities.
- A need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficult breathing, or a quickly spreading rash.
- Fever with behavior change or other signs and symptoms in a child older than 6 months (e.g. sore throat, rash, vomiting, diarrhea).
- A child with a temperature elevated above normal is not necessarily an indication of a significant health problem. For children older than 4 months a fever is defined as:
 - 99.4 degrees axillary (armpit)

- 100.4 degrees orally
- 100.4 degrees aural (ear)

Any infant younger than 2 months with a fever should get medical attention within an hour. Please do not return your child to child care until they are fever-free for 24 hours.

ILLNESS	EXCLUDE*	RETURN TO CHILD CARE
Chicken Pox	Yes.	When all blisters are crusted with no oozing (usually 6 days) and resolution of exclusion criteria.
Diarrhea (infectious)	Yes (there are special exclusion rules for E Coli, Shigella and cryptosporidiosis).	When diarrhea stops and health care provider or public health official states the child may return.
Diarrhea (non-infectious)	Yes, if stool cannot be contained in the diaper, or if toiletied child has 2 or more loose stools in 24 hours, or blood in stool.	When diarrhea stops and resolution of exclusion criteria.
Fifth Disease	No. Unless child meets other exclusion criteria. Or is excessively drooling with mouth sores.	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Hand Foot and Mouth Disease	Yes.	Return to center when fever free for 24 hours and blisters are dried up.
Head Lice	No. Unless child meets other exclusion criteria.	Treatment of an active lice infestation may be delayed until the end of the day. Children do not need to miss school or child care due to head lice. The Iowa Department of Public Health & Healthy Child Care Iowa recommend a <u>14 day treatment protocol</u> .
Impetigo	Yes, exclude at the end of the day if blisters can be covered.	After child has been seen by the doctor, after 24 hours on antibiotic, and blisters are covered.
Influenza	Yes.	When child is fever free for 24 hours and resolution of exclusion criteria.
Molluscum Contagiosum	No. Unless child meets other exclusion criteria.	Skin disease similar to warts. Do not share towels or clothing and use good hand hygiene.
MRSA	No. Unless child meets other exclusion criteria.	Wounds should be kept covered and gloves worn during bandage

		changes. Do not share towels or clothing and use good hand hygiene.
Otitis Media (ear infection)	No. Unless child meets other exclusion criteria.	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria, exclusion criteria, resolution of ex
Pertussis (Whooping Cough)	Yes.	Child may return after 5 days of antibiotics and resolution of exclusion criteria.
Pink Eye (Conjunctivitis)	Yes.	Return to the center 24 hours after drops are administered
Ringworm	No. Unless child meets other exclusion criteria.	Treatment of ringworm infection may be delayed to the end of the day. Child may be readmitted after treatment has begun. Cover lesion(s) if possible. Do not share clothing, bedding or personal items.
Strep Throat	Yes.	When resolution of exclusion criteria and after 24 hours of antibiotic.
Vomiting	Yes.	When vomiting has resolved and resolution of exclusion criteria.

Please refer to Caring for Our Children: National Health and Safety Performance Standards (third edition) or the Iowa Department of Public Health EPI Manual for guidance on specific diseases not included in this list. Contact your local Child Care Nurse Consultant for additional information.

Health Screening

If you have special concerns about your child's hearing or vision, please call the school nurse. We will screen vision and hearing when requested by the parent. Also, the childcare staff may request a hearing check at any time with parent permission.

Employee Health

All volunteers and substitutes sign a statement that says they are free of communicable disease or other health concerns that could pose a threat to the health, safety or well-being of children. Every employee will complete a physical exam report upon employment and every three years thereafter.

Toilet Learning

Toilet learning is an important time in a child's development. For children who are unable to use the toilet consistently, the following procedures are in place:

1. Only disposable diapers are allowed.
2. Diapering will only be done in the designated diaper area, i.e., the table in the corner of the room. Food handling will not be permitted in this diapering area.
3. Staff will follow all diapering guidelines as follows:

- Clothes that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
 - Staff checks children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
 - Staff changes children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
 - At all times, caregivers have a hand on the child if being changed on an elevated surface.
 - Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
 - Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use. Soiled diapers are placed in containers separate from other waste.
 - Diapering and Gloving posters will be posted in the changing area showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers.
4. Potty chairs will not be used due to the risk of spreading infectious diarrhea.
 5. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.
 6. Toilet learning will not begin before age 2. All toilet learning will occur in the 2-5 year-old room.

Breakfast/Lunch/Snacks 109.4(2)b and 109.15

Breakfast is served beginning at 8:30 a.m. This cost is included in the snack/breakfast fee.

Lunch is served at 10:45 a.m. The cost is \$2.55 per day.

Afternoon Snack is served at 1:45 and 4:30 p.m. Parents pay a fee for snacks.

Starmont Child Care Center serves each child a full, nutritionally balanced meal and/or snack as defined by the USDA Child and Adult Care Food Program guidelines. Exceptions are provided in the case of allergies, medical conditions, religion etc. A note needs to be provided by your physician documenting the type of exception. Staff provides supervision at the table during snacks and meals. Menus are sent home on a monthly basis and can be accessed on our district website and in the daycare rooms.

It is suggested that parents not send their children candy, gum, etc. on a daily basis. Birthday treats or special occasion treats are welcome. Please send a note in advance, if possible, so we plan for this event.

Food brought from home must meet Child and Adult Care Food Program nutrition standards. Additional items to the child's meal will be added at parent's expense if the nutrition standards are not met. Perishable foods brought from home are maintained to prevent spoilage or contamination.

Items to Bring To the Center for Your Child

Every child is welcome to bring a disposable camera to the center. The staff is pleased to take pictures of those special moments that happen while they are in our care.

Infants

1. Two or three complete, clearly labeled changes of clothes appropriate to the season.

2. Diapers – please bring the type and quantity you feel is most convenient. Only disposable diapers are used at the center for health reasons. It is most important that the quantity is adequate, as cost is a factor when the center is required to supply them. Please bring wipes and diaper cream for your child as needed. You will be notified when more wipes and diapers are needed.
3. Formula or breast milk: Two or three empty bottles need to be provided by the parent for each infant and clearly labeled.
4. Whole milk will be provided by the center for all children 12 months – two years. If this is not appropriate for your child, please have your physician write an order for what is appropriate.
5. All soiled clothing will be sent home each evening for laundering.
6. Sun screen labeled with your child's name.

Toddlers

1. A complete, clearly labeled change of clothes appropriate to the season.
2. Blanket and pillow for nap time.
3. Appropriate outdoor wear depending on the season, such as snow pants, boots, mittens, jackets, and a hat. Be sure each item is clearly labeled with your child's name.
4. Diapers – please bring the style, size, and quantity you feel is most convenient. Only disposable diapers are used at the center for health purposes. It is most important that the quantity is adequate. Please bring extra to replace any diapers borrowed from the Center's supply. . Please bring wipes and diaper cream for your child as needed. You will be notified when more wipes and diapers are needed.
5. Please bring wipes as needed if your child is not toilet trained.
6. Parents must provide training pants/pull-ups. All soiled clothing will be sent home each evening for laundering. Several extra changes of underwear and clothing are needed during toilet training.
7. Sun screen labeled with your child's name.

Preschool Age

1. A complete, clearly labeled change of clothes.
2. A blanket and pillow or special sleep toy for naps.
3. Appropriate outdoor wear depending on the season such as snow pants, boots, mittens, jackets, and a hat. Everything should be clearly labeled with your child's name.
4. Sun screen labeled with your child's name.

Sharing Day

Toys or special items can be brought on this day. It is requested that only one sharing item be sent. The following types of items are not allowed at the Center: play guns or any type of weapon, toys that have many or very small pieces, or money of any kind.

Field Trips and Non-Center Activity Policy

109.4(2)b

Starmont Child Care Center may wish to take the children on field trips or non-center activities away from the school. These trips may include going to Osborne Nature Center, visiting a fire station, grocery store, park, and the town library. Parents will be notified of all field trips in advance of the trip, and children must return a note signed by the children's parent. Emergency telephone numbers for each child shall be taken by staff when transporting children on field trips and non-center-sponsored activities

away from our school. Non-center activities may include participation in the Homecoming pep assembly in the high school or elementary assemblies in the elementary gym. Students will be walked to the appropriate location. Staff ratios will be maintained.

Transportation

109.4(2)b

Children under the age of six shall be secured during transit in a federally-approved child restraint system. Children under one year of age and weighing less than 20 pounds shall be secured during transit in a rear-facing child restraint system. Children under the age of 12 shall not be located in the front seating section of the vehicle. Vehicles shall receive regular maintenance and inspection according to manufacturer-recommended guidelines. School vehicles will be used. Drivers shall possess a valid driver's license for the vehicle they are driving.

In emergency situations such as fire, tornado, intruders in the center, intoxicated parents, lost/abducted children, blizzards, loss of utilities, earthquakes, nuclear contamination, bomb threats, chemical spills or other disasters that could create structural damage to the facility or harm children. Our daycare children and staff will respond according to previous preparation and procedure as detailed in our Crisis Management Plan.

Emergency contact numbers for all children will be carried along on field trips or other off-site activities. There will be one additional staff member over the required staff ration when children are transported on field trips or other off-site activities.

Center Pictures

Center pictures are taken during the school year. A note announcing the specific date will be sent home to families.

Encouraging Positive Behavior

109.12(2) b and 109.12(2)

All staff members contribute to Starmont Child Care Center's friendly, inviting environment. We set the tone through our actions and attitudes. When minor misbehavior occurs, staff views the misbehavior as a teaching opportunity, responding with calm, consistent corrections or consequences. We consistently teach students expectations for responsible behavior in every school environment by relating student actions to our guidelines for success:

Be Responsible

- *Follow directions
- *Use self-control
- *Be honest

Show Respect

- *Be polite
- *Use manners
- *Accept individual differences

Do Your Best

- *Always try

Help the Rest

- *Cooperate
- *Share

*Care

Children will be redirected whenever possible. A time-out may be used. Time out is taking the child away from the situation for a short period of time and redirecting the child's behavior when they return. The staff member talks with the child about his or her behavior and discusses positive alternatives.

All staff members at Starmont Child Care Center follow the guidelines outlined in the Iowa Department of Human Services Day Care Center Standards and Procedures (section 109.7 Discipline). They read as follows:

- 1) No slapping, spanking, or shaking will occur.
- 2) No punishment that humiliates or frightens a child will be made to a child.
- 3) No threats, verbal abuse, or derogatory comments will be made to a child.
- 4) Punishment is never used in association with a child's illness or toilet training.
- 5) A child can never be deprived of food or rest as punishment.

Intentional property damage is a serious matter. Any cost for repair or replacement for damage done to the building, furniture, or toys will be billed to the child and their parents.

Incidents of aggressive behavior toward other children or staff will be reported to families. If incidents continue, a conference will be held with childcare staff, director/principal, and family. Continued offenses, or when a child's behavior requires a 1:1 staff ratio for the child to ensure the safety of other children, the parents may be required to pay the wages of the extra staff person in addition to the regular child care ratio or child care services will be canceled.

Biting Policy

Biting can be a safety and health risk to other children when it occurs. Oftentimes, the parent of the child bitten is as frustrated as the parent of the child who is doing the biting. Starmont Child Care Center does understand these frustrations and will do all we can to understand why the child is biting.

The following steps will be taken if a biting incident occurs:

- The biting will be interrupted with a firm, "No...we don't bite people!"
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound will be assessed by the teacher and cleansed with soap and water.
- The child who bit will be spoken to on their level in a loving, but firm manner. We will explain that, "You cannot bite your friends because it hurts them. We do not hurt our friends."
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report).

When your child has bitten another:

Classroom staff will work together with parents and try to reach the cause as to deter future biting – charting location, who was involved, time, other behaviors, staff present, and circumstances. Staff will "shadow" children who indicate a tendency to bite, to head off biting situations and reinforce appropriate behavior.

1. You will be notified of the biting incident and will be expected to begin your own research and assist us in training your child to use appropriate behavior.

2. After second biting incident, the Director will meet with parents to go over a written behavior improvement plan and offer resources for assistance. They will discuss our biting policy and prepare them for the possibility of dismissal. We will work closely with the child, in hopes to guide them quickly past the stage.
3. After multiple biting incidents, the student may be unenrolled from our program if deemed in the best interest of the child, Starmont's Child Care Center, and the other children.
Re-enrollment for the child into Starmont's Child Care Center may be considered six months after the termination.

Safe Sleep Policy

Children under the age of one year shall be placed on their backs when sleeping unless otherwise authorized by a parent or physician. A crib or crib-like furniture which has a waterproof mattress covering and sufficient bedding to enable a child to rest comfortably and which meets the current standards or recommendations from the Consumer Product Safety Commission or the American Society for Testing and Materials for juvenile products shall be provided for each child under two years of age if developmentally appropriate. Crib railings shall be fully raised and secured when the child is in the crib. A crib or crib-like furniture shall be provided for the number of children present at any one time. There shall be no restraining devices of any type used in cribs. Infant walkers shall not be used. Cribs or crib-like furniture shall be used by only one child at a time and shall be maintained in a clean and sanitary manner.

Tot Tree Supervision

A toy called the Tot Tree can be found in the baby room. This toy is appropriate for children from 6 months to five years. Children younger than 6 months old will not be allowed to play on this structure. The toy is in view of our child care providers at all times, and they will supervise the area to ensure no children younger than 6 months old will play on it.

Allegations of Abuse of Students by Employees

Starmont Child Care Center does not tolerate employees physically or sexually abusing students. Students who are physically or sexually abused by an employee should notify their parents, staff, principal or another employee, if possible. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. Starmont has designated Annie Bradford as its Level 1 investigator in the elementary. The Fayette County Sheriff is designated as the Level 2 Investigator.

While employees cannot use physical force to discipline a student (corporal punishment is forbidden in Iowa), there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm. Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with

a student's academic performance by creating an intimidating, hostile, or offensive educational environment.

Drones or Unmanned Aerial Vehicles (UAVs) Code No. 903.5

The use or possession of drones or unmanned aerial vehicles (UAVs) is prohibited for any purpose by any person or entity on district school grounds and within district buildings. An exception to the policy may be granted for educational purposes. Exceptions must be in the form of a written letter by the Superintendent indicating the purpose, person(s) responsible for operating the drone or UAV, location, and the duration of the exception. A copy of the letter is retained in the superintendent's file and a copy is delivered to the individual and presented to a supervising school official (e.g., teacher or administrator) during the operation of the UAV.

Organizations or individuals seeking an exception from the superintendent must meet the following criteria:

- Provide a copy of the drones or UAVs registration information.
- Provide proof of personal liability insurance (Insurance certificate).
- Follow all Federal Aviation Administration (FAA) rules and regulations.
- Follow State of Iowa rules and regulations.
- Aerial photos and video identifying individual students is prohibited from distribution. An exception is granted for written consent from the student's parents.
- General distribution of groups and activities is prohibited without consent of the superintendent or the superintendent's designee.

The prohibition applies to the area above all spectator areas, athletic fields, courts, parking lots, practice facilities, and all indoor facilities.

For purposes of this policy, a drone or UAV is any unmanned airborne device or aircraft. The Starmont Board of Directors reserves the right to refuse admission to anyone possessing, operating, or attempting to operate a drone or UAV. Failure to abide by such request is grounds for immediate removal of the person(s) responsible for owning and/or operating the drone or UAV.

This policy does not apply to any district owned drones or UAVs purchased for educational purposes and supervised by a district teacher or administrator.

STEPS To Encourage Positive Solutions

Situations will arise at Starmont throughout the school year which causes concerns for parents, teachers, and students. Resolving these situations quickly to the satisfaction of all parties involved benefits the educational program of the district. "STEPS" should help you resolve problem situations quickly and satisfactorily. Please follow these steps if you have a concern.

STEP 1:

Contact the appropriate staff member. This first STEP in resolving a concern is to discuss it with the staff member involved – the teacher, the coach, the bus driver, etc. More than 95% of all concerns are resolved at this level.

STEP 2:

Contact the principal or immediate supervisor (athletic or transportation director). If STEP 1 does not resolve your concern, discuss it with the principal or the employee's immediate supervisor. The principal is the professional educator in charge of the building and the person responsible for handling concerns

regarding the school's operation. The principal and other supervisors can share building information and explain policies, guidelines and procedures. If you have not attempted to resolve the concern with the immediate person involved, you will be asked to do so at this STEP.

STEP 3:

Contact the Superintendent. If you feel that your concern has not been adequately resolved after following STEPS 1 & 2, contact the Superintendent.

STEP 4:

Contact the School Board. If your concern has not been addressed in STEPS 1-3, you can contact the school board. The school board has a committee of two members who will consider your concern and decide if it warrants going to the entire board. Your concern must be in a written request to the superintendent for consideration by the board complaint subcommittee.

STEP 5:

If the board complaint sub-committee decides that the concern should go before the full board, then the matter will be taken to the full board.

However, the school board members do not have direct authority in day-to-day operations. The authority of the district is the result of official actions by the majority of the school board members at their monthly meetings. These meetings are open to the public.

Starmont Equity Statement

The Starmont Community School District and Starmont Child Care Center does not intentionally discriminate on the basis of sex, race and color, national origin, religion and creed, age, marital/parental status, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, or socioeconomic status or familial status in its educational programs, activities, or employment practices, or as otherwise prohibited by statute or regulation. If you believe such discrimination has occurred and want to receive more information about the grievance procedure, please contact Angie Bergan Guidance Counselor/Equity Coordinator at 3202 40th Street, Arlington, Iowa 50606 or call (563) 933-2218.

Starmont has a process to assist students experiencing behavior and learning difficulties. The grade-level problem-solving team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Heath Hesse, Elementary Principal, at 563-933-2238.

Starmont's Homeless Liaison

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground

- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Contact Brandie Erickson, Starmont’s Homeless Liaison, at 563-933-2238.

Signature Page

By signing this handbook, you indicate that you have read Starmont Child Care Center’s policies and procedures and agree to follow them.

Parent Signature

Date of Signature

Provider Signature

Date of Signature