

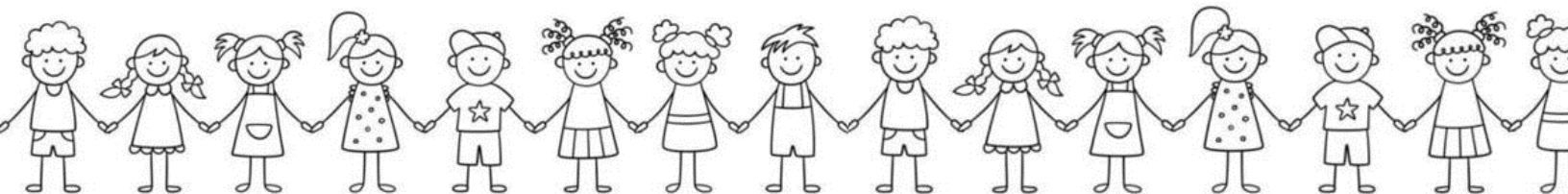


# PARENT HANDBOOK

Pittsburg Community Childcare Learning Center



Last Updated: July 2025



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Pittsburg Community Child Care Learning Center (PCCCLC)  
502 E. 20th Street  
Pittsburg, KS 66762  
(620) 231-6390  
pccclc.org

Our vision is to enhance the quality of life for families in the Pittsburg area who need regular child care by providing a nurturing, educational environment in which their young children can grow and develop while they are away from home.

The mission of the PCCCLC is to provide quality, affordable child care and preschool opportunities that will benefit children, parents, the staff, and the community.

## **Purpose**

The purposes of the Learning Center are to:

- a) Provide care to young children in a wholesome atmosphere;
- b) Promote the development of young children by:
  1. Helping children to be comfortable in their expanding world
  2. Building on their natural curiosity and wonderment by encouraging them to find answers through observation and participation; and
  3. Maintaining contact with parents or guardians of the children to share mutual matters of interest

(taken from the By-laws of PCCCLC Article 2)

## **Philosophy**

The program at the Learning Center is based upon a child development approach to early childhood education. It is planned to further the social-emotional, physical, and intellectual development of each child.

Objectives:

1. Social-emotional development of the children is fostered by a warm, accepting climate where each child is successful. Activities are planned that will encourage interaction between and among children and staff. For example, interest centers separate different types of activities and encourage children to work in small groups. Staff tries to help children to be aware of and to understand the feelings of others.
2. The physical development of the children is fostered through the use of the following: 1) small muscle equipment such as puzzles, 2) large muscle equipment such as climbers 3) nutritious meals and a snack, and 4) a daily afternoon rest period.
3. The intellectual development of the children is fostered through a planned educational program. The education program is based upon a unit approach and includes such areas as science, math,

art, music, social science, and language arts. Both structured and unstructured times will be planned to help the children learn about their world.

## **Our Code of Ethics**

Early childhood is a unique and valuable stage in the life cycle. The prime responsibility of early childhood caregivers and educators is to provide safe, healthy, nurturing, and responsive settings for children while maintaining confidentiality. It requires them to be committed to support children's development, respect their individual differences, help children learn to live and work cooperatively, promote good self-image, and encourage health, self-awareness, competence, confidence, and resiliency. We will promote self-esteem and confidence in every child that attends PCCCLC through activities and decisions provided and taught here. We are helping to prepare young children for the future.

## **General information and requirements**

Registration is open to children of all races and denominations, beginning at the age of 12 months until the start of first grade.

The Learning Center is open from **6:45 am to 5:30 pm** Monday through Friday. The Learning Center will be closed for the following legal holidays: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, the Friday after Thanksgiving and Christmas.

Prior to your child's start date, you will receive an invitation to the child care app to download. If you don't download the app within a certain amount of time; you will need a parent code. Please call to receive it. You will use the app to sign your child in and out, send messages back and forth, see balances and make payments.

Should severe weather or other conditions (i.e., snow, storms floods, tornadoes hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all notification to the families will be announced on the Brightwheel app., No fees will be charged if we are closed.

If it becomes necessary to open late or close early we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange. Full fees will be charged.

An adult must accompany the child to the Learning Center and remain to see that the child is admitted by a staff member. Children may not be "dropped off" outside the Learning Center. Children will have their temperature taken upon arrival. **Each child needs to be signed in and out daily at the time of drop off and pick up using the child care app. This is a requirement, not optional.** QR codes are by the front entrance. Only you or an adult who is listed as having permission to pick up your child or as specified in a court document may pick up. Please do not send a non-adult sibling or someone who is not listed as having permission to pick up your child. If someone on your list will be picking up your child that normally does not, please let us know and advise them to bring their picture ID with them. PCCCLC is not responsible for children outside the premises of the building at arrival and pick up. ALL children must be accompanied by an adult.

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

No early arrivals. Staff are not on the clock until 6:45 am and if they are here earlier they are busy with preparations. Prompt departure at 5:30 pm is necessary, as children may feel anxious and uncomfortable being left when the day is over. Teachers will have had a long day-just like you-and will have other responsibilities after 5:30. If you or the person responsible for picking up your child is late, you will be charged \$10.00 for pick up between 5:31 p.m. to 5:45 p.m; pick up between 5:46 p.m. and 6:00 p.m. will be an additional \$20. Pick up after 6:00 p.m. will be an additional \$20 for every 15 minutes. This amount is due at the end of the week. Excessive times of being late will result in a solution being discussed with the Director and possibly being dismissed from care. At pick up please try not to be talking on your phone; your child will want your attention and your child's teacher may have information to share with you.

Part of protecting the children in our care means being sure that children are transported safely. An appropriate car seat must be provided by the adult transporting each child. If no car seat is available, the adult will be asked to go obtain one and then return to pick up the child. If it is suspected the adult is under the influence of alcohol or drugs, the adult will be asked to call another authorized person to pick up the child or call a cab. Although legally we cannot keep a parent from taking their child, if it is felt the child is in harm, we will immediately call the police and report the unsafe driving situation. Recurring situations may result in the release of your child from the program.

No parking right in front of our building or on Grand between our driveway and the STOP sign. Do not block the neighbor's driveways or park on the grass. It ruins the grass and makes the neighbors unhappy.

Security cameras are in place indoors and around the outside of our building.

Balloon and flower deliveries to individual children are discouraged. It is hard for preschool age children to understand why they didn't get one.

### **What is our special activity policy?**

We will take occasional field trips within walking distance of the Learning Center. According to Kansas Licensing Regulations, we must have a permission slip signed by the parent or guardian allowing each child to accompany us. You will be notified in advance of field trips taken and will be asked to return the permission slips by the day prior to the field trip. Permission for walks around the neighborhood are included on the emergency form. If a field trip is scheduled, please be sure to be here on time, or be prepared to either wait for our return or come to where we are.

If an activity would require an additional fee or materials to be brought; you will be notified and billed on Brightwheel.

### **What is our supervision plan?**

Our building is made up of three classrooms.

The Toddler room is for children 1 year to 2.5 years of age. There are 10 children in the room with 2 adults. Their playground is on the south side of the building and is accessed through the hallway from their room.

The Middle room is for children 2.5 years of age to 4 years of age. There are 10 children in the room with 1 or 2 adults.

The Big Kids room is for children 3 years to 6 years of age. There are 24 children in the room with 2 or 3 adults.

The Middle and Big Kids use the playground on the east side of the building at different times.

Children are supervised at all times, indoors and outdoors.

## What is the fee policy?

The Learning Center's fees are as follows:

		<b>Children over 2.5 years</b>	<b>Children younger than 2.5 years</b>
A	Enrolled 5 days per week & more than 5 hours per day	\$120.00/week	\$140.00/week
B	Enrolled less than 5 days per week & more than 5 consecutive hours per day	\$25.50/day	N/A
C	Enrolled 5 days per week & 5 consecutive hours or less per day	\$97.50/week	N/A
D	Enrolled less than 5 days per week & 5 consecutive hours or less per day	\$21.00/day	N/A
E	Additional children in the same family who are all enrolled in section A, a \$5 per week reduction will be given	i.e. \$235/week for 2 children over 2.5 years old	
F	Drop-In; not enrolled on a weekly basis	\$32.00/day	N/A

Children under the age of 2 ½ years are not eligible for part time enrollment.

- Parents will be notified in writing of any change in fees or the terms of agreement at least four weeks in advance.
- A deposit equal to one week's fees will need to be paid at contract in order to guarantee a space for your child. This amount will be applied to your first week's fees. If you notify us two weeks or more before the scheduled first day of attendance that your child care arrangements are going to change, your deposit will be refunded. If it is less than two weeks, then you will forfeit your deposit.
- At the time of your child's enrollment, you will be required to sign a contract specifying days and hours of attendance. Children enrolled for five hours or less per day but are in attendance in excess of five consecutive hours per day will be charged the appropriate fee under section b) for that day. Children enrolled for more than five consecutive hours per day but are in attendance less than five hours per day will be charged the full day rate for which you enrolled.
- One weeks' notice must be given for any reduction in enrolled days or hours. If less than one week's notice is given, the remaining days of the one-week period will be charged to your bill. Any increase in enrolled days or hours may occur as room is available. Changes in enrollment days must be discussed with the Director and made in writing.

- Parents on a variable work schedule will be required to enroll their child for a minimum number of days per week as agreed upon with the Director.
- Children enrolled on a part-time basis may attend times they are not scheduled for if there is room. Any variation in their scheduled attendance should be discussed in advance with the Director, as soon as you are aware of the need. Be aware that our schedule may not always allow for an additional child to attend, therefore you should have a back up plan in mind.
- Full payment of fees must be made by your child's drop off Monday of each week for that week. Failure to do so could result in your child being unable to attend until payment is made. If full payment of fees is not received by 7 calendar days of the date due, the account will be assessed a late fee of \$10.00. If payments are not made on time we reserve the right to discontinue child care.
- If the parent or legal guardian is under age 18, a co-signer must sign the contract and act as a guarantor to the contract and agree to be bound by all financial terms.
- Payment types accepted include: payment through the child care app, checks, cash, money orders, and Bill Pay through your bank.
- If a check is returned to the Learning Center for insufficient funds, you will be required to bring a cash payment for the amount of the check plus any additional fees charged to us by our bank. If more than one check is returned in a one-year period of time, the family will be responsible for an additional service charge of \$15.00 due and payable to the Learning Center immediately. The following items need to be included on your checks: full name, street address, phone number, and driver's license #. This same policy applies to payments made on the app that are returned. Returned payments would be considered late payments and subject to those fees as well.
- Families receiving assistance from DCF (*provider number B798111*), KVC, or any other organization are responsible for any amounts not covered by that organization. You will need to make payments out of pocket, if you are unable to use DCF funds to pay on time. DCF payments are made through their website and the payment is credited to your account.
- Parents are expected to keep the fee agreement regardless of current reimbursement by any entity or individual. (cafeteria plans, child support, etc.)
- After child care is discontinued, delinquent accounts will be assessed a 5% late fee with a minimum charge of \$10.00 each month that payment is not made in full.
- If an account would need to be turned over for collection, additional fees may be assessed. Any account which needs to be taken to Small Claims Court will pay court costs and late fees.
- A one-week absence without prior notification may result in dismissal.
- For Holidays and winter weather days that the Learning Center is closed, no fees will be charged.
- Each child is enrolled with the understanding that the first two weeks are on a trial basis, and the Parent, or Legal Guardian or the Provider can discontinue care without notice. After the trial period, care can be ended by giving a two-week notice in advance of the ending date. If less than two weeks' notice is given, the remaining days of the two-week period will be charged to your bill.

- Statements of child care paid for tax purposes are available on the child care app. Tax ID number 48-0786518. It is a good idea to keep the app after your child leaves until you have accessed the tax information for that year.

## **Leave Days**

### **Full-time (Section a)\* Children:**

The first six months that a child is enrolled you are responsible for paying for all days enrolled, except when PCCCLC is closed. After that six months your child will receive 5 leave days for use over the next six months. On your child’s enrollment anniversary date they will receive 10 leave days to use during the year. Thereafter, your child will receive 10 leave days each anniversary date to use during the year. Full payment of fees for days absent will be charged in which a leave day does not apply. Leave days cannot be accumulated.

Children are entitled to these leave days only if you have notified the Learning Center by 9am. Long absences of one week or more, with the exception of an illness, should be reported at least one week in advance.

### **All other children enrolled:**

Children enrolled in sections other than (a) will receive no leave days and will be charged for days absent.

### **Children enrolled part-time and change to full-time:**

Children that begin as part-time and change to full-time (section a) will be subject to the six months “grace period” prior to using any leave days. The enrollment anniversary date would start at the time the child changed to full-time and that child would follow the full-time (section a) guidelines.

### **Children enrolled full-time and change to part-time:**

Children who are enrolled full-time (section a) and change to part-time after their six month “grace period” will be entitled to use their remaining leave days that they have earned, but will not receive additional leave days on their enrollment anniversary date. Children changing to part-time prior to the six month “grace period” will not be entitled to any leave days.

We still have the same expenses even if your child is absent. We only have a limited number of spots. You are paying for that spot. If your child will be gone for an extended period of time (i.e. Christmas Break) you will still need to pay for the days enrolled in order to guarantee that your child has a spot upon return. This is non-negotiable.

\* (Section a): Children enrolled 5 days per week and more than 5 hours per day.

\*\* If a full-time child is withdrawn from the Learning Center and subsequently re-enrolls, the re-enrollment date will be the new enrollment anniversary date and the child will follow the Full-time (section a) guidelines.

## **What is my child’s daily schedule?**

The following schedule is an example of a normal day’s schedule. Variations will occur as special events arise such as: field trips, library story hours, and visits from resource people.

6:45-7:50	Free Play/Restroom/Diapering/Handwashing
7:50-8:20	Breakfast
8:30-9:15	Outside Play
9:15-10:45	Restroom/Diapering/Handwashing/Group Time/Activity Period

10:45-11:15	Lunch
11:15-12:00	Outside Play or Free Play
12:00-12:45	Restroom/Diapering/Handwashing/Story Time/Get Ready for Rest Time
12:45-2:45	Rest Time
2:45- 3:30	Restrooms/Diapering/Handwashing/Snack
3:30-4:15	Outside Play
4:15-5:15	Restroom/Diapering/Handwashing/Group Time/Activity Period/ Free Play
5:15-5:30	Clean-up

## **How can I participate?**

You are invited to discuss your child's development, personality characteristics, interests, concerns, etc. with the teachers anytime during the year. In addition, Parent-Teacher conferences will be scheduled in the Spring to discuss your child's progress. We also hope we can develop an informal relationship, so that we will have the opportunity to exchange thoughts and "happenings" each day.

You are welcome to visit and to participate in special parties and events. We reserve the right to limit the time frame of the visit. Volunteers are welcome to read books to the children, help with art projects, etc. If you have a hobby or talent that you would be willing to share with the children, it would be much appreciated. Talk to the Director to set it up.

Parents are welcome to eat lunch with their child. Please notify us a week in advance so we will have sufficient food available. Cost is \$3.00 per person.

Donations of gently used toys, games, and extra clothes are always appreciated.

## **How will we communicate?**

It is very important for us to have open communication at all times. We will let you know if we have concerns about your child. We may send home notes to let you know of a situation or about their day and will talk to you at drop off and pick up as well. We might at times give you a phone call. Please keep us informed of any changes in routine, difficult sleep nights, changes in eating, etc., that may affect your child's day with us. If you have concerns that you wish to discuss outside of your child's hearing, please let us know or give us a call. We respect your privacy and will not share information with other families about your child or family.

Notes will be posted on the child care app with information you need to know. Our website, [pccclc.org](http://pccclc.org) also has helpful information. You can also send an email [pccclc@outlook.com](mailto:pccclc@outlook.com).

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

## **How do we handle confidentiality issues?**

Employees are prohibited from disclosing information on any social media network that is confidential or proprietary to PCCCLC or to a third party that has disclosed information to PCCCLC. For example, information about or identifying the children, co-workers or incidents that occur at PCCCLC. We do not post pictures of the children on Facebook or our website. Pictures may be displayed inside the building.

Unless we receive your written consent, information regarding your child will not be released, with the exception of that required by our regulatory and partnering agencies or is required by State Law. All records concerning children at our program are confidential.

## **What does my child need to bring?**

Items that need to be brought from home the first day your child attends are one small blanket, one small pillow, crib sheet, and 2 extra sets of clothing, consisting of pants, shirt, underwear, and socks. **Your child's name should be on all items.** To encourage your child's independence, we ask that a small blanket and small pillow be brought because your child is responsible for putting them away following nap time. Please take your child's blanket and pillow home every week to launder and return it the next day to make your child's rest time more comfortable. Children wearing diapers and pull ups need to have enough here and bring more when needed and also provide wipes. A message will be sent on the child care app when more are needed. Pull ups need to be the kind with Velcro on the side. The 1 piece ones require teachers to take off children's shoes and pants in order to put them on. When you have a group of children, that takes a lot of extra time. All children should bring a medium size water bottle (like a sippy cup-not a disposable water bottle) to leave here to get drinks out of. Ones without straws are best. We will wash them.

We will put sunscreen on your child when needed. We will use sunscreen that we have here; if you want a certain kind of sunscreen you may bring it and let us know to use it.

In accordance with Kansas Regulations for Licensing, each child must have an up-to-date signed health form on file at the Learning Center prior to the first day of attendance. The assessment shall be conducted within six months prior to enrollment by a licensed physician or a nurse approved to perform health assessments. Children transferring from another licensed child care provider can use a copy of the assessment on file with that provider.

Immunizations shall be kept current in accordance with the child's age. The health form, enrollment form, emergency form, Child Care Food Program Income Verification Form, and Parent Contract, need to be completed in full and returned to the Learning center by your child's first day of attendance. Please print all information neatly so we can read it. Changes in information should be updated as soon as possible. (Changes in phone numbers, address, pick up persons, etc.) Not providing updates, etc in a reasonable time frame could be reason for dismissal.

We ask that your child leave ALL toys, games, stuffed animals, money, sippy cups, food, drink, and candy (unless you have enough to share) at home. This will save the teachers' valuable time looking for lost articles and will prevent disappointment over lost or broken items. The Learning Center will not be responsible if they become lost or broken.

All items belonging to your child will be disposed of within two weeks following your child's last day if you have not picked them up by that time. No other notice will be given. The Pittsburg Community Child Care Learning Center, Inc. is not responsible for lost or broken articles.

## **What's cooking?**

The Learning Center participates in the Child and Adult Care Food Program (CACFP). All of the meals and snacks meet the nutritional guidelines set by the United States Department of Agriculture (USDA) for food components and portion sizes. Breakfast will consist of a serving from each of the following food groups: milk, vegetable/fruit, and grain/protein. Lunch will consist of a serving from each of the following food groups; protein, vegetable, fruit, grain, and milk. Snacks will consist of a serving from two of the food groups.

**Breakfast** is served between 7:50 and 8:20 only. If your child will be arriving after 8:20, please provide breakfast at home.

**Lunch** is served between 11:00 and 11:30 only. If your child will not be here by 11:00, please provide lunch at home, unless prior arrangements have been made.

**Snack** is served between 3:00 and 3:30.

**Children may not bring in food from a restaurant or home to eat here.** Please stay in the car with your child until they are finished eating. Consider how your child would feel if someone was eating McDonalds in front of them.

If your child would like to bring treats for his/her birthday or other occasion; they need to be boughten. Please give us at least one day's notice so we may plan the menu for that day.

Weekly menus will be posted on the front window. Please let us know if your child has any allergies. A doctor's permit is required for any substitutions made in planned menus for children with allergies. Please discuss with the Director if your child cannot eat a food because of religious or personal beliefs.

The following are licensing regulations regarding breastmilk:

- (A) All breast milk shall be labeled with the child's name and the date and time expressed.
- (B) Unfrozen breast milk shall be stored in a refrigerator and shall be used within 96 hours from the time it was expressed.
- (C) Frozen breast milk must be stored in a freezer and shall be used within six months from the time it was expressed and within 24 hours from the time it was thawed.
- (D) If a child does not finish the bottle of breast milk within two hours from when the feeding from that bottle started, the contents shall be discarded.
- (E) We will provide accommodations, to enable the parent to breastfeed their child here, if desired.

A generic prayer may be said before meals, "God is great, God is good, Let us thank Him for this food."

### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) **mail**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

(2) **fax:**  
(833) 256-1665 or (202) 690-7442; or

(3) **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

We also follow the Kansas Act Against Discrimination.

## **What can I expect when my child begins child care?**

Visitation with your child before beginning is recommended. One to two 15-20 minute visits seem to work best.

If you would like to gradually introduce your child to child care before their actual start date, arrangements may be made with the director in advance, if space is available. Enrollment forms must be returned prior to their being in attendance. Appropriate fees would apply and be payable upon pick up of your child.

When leaving your child, we have found that staying a short time the first few times (5-10 minutes; time enough for 1 more hug and kiss) and then telling them “good-bye, I’ll be back to pick you up later,” and giving them a hug and a kiss seems to work best for most children. Staff are here to help you with the transition. Most children calm down within several minutes after their parent leaves. By the parent staying longer, it usually prolongs the child being upset and is a disruption for the other children. Parents are welcome to call or message on the app and check on their child during the day. During the adjustment period it is normal for children to sometimes cry. Children adjust at different rates.

## **What should my child wear?**

While at the Learning Center, children will engage in active play, both indoors and outdoors, so please see that they are dressed accordingly. Clothing that is easy to manage encourages independence and self-help. Clothing to avoid: overalls, onesies, belts, clothing that is too tight. Your child should wear appropriate clothing according to the weather. We are required by our license guidelines to spend at least one hour per day outside except under extreme weather conditions. In the winter, children should wear a coat with hood and/or hat, and mittens. Please dress your child so that he or she can stay warm and dry and cool when it is hot out. If your child wears rain or snow boots please bring shoes for them to change into.

Children wearing dresses should wear shorts underneath.

Parents shall provide each of the following articles to be left at the Learning Center in case of need: underwear, socks, pants, and top.

- Each item should be marked with your child’s name.
- Please send replacements when these have been sent home on your child or when the season changes. Clothing also needs to be the right size. It takes valuable time for teachers to look for

extra clothes if your child does not have any in their cubby. You may be asked to leave work to bring clothes if none are available.

- **If clothing that does not belong to you is put on your child, please wash the items and return them the next day.**

For safety reasons, please send your child in proper fitting shoes with backs. Shoes must be able to stay on during physical activity. Tennis shoes are preferred for play. Shoes to avoid: sandals without backs, flip flops, shoes too large or small of any kind. Through past experience we have found that some types of shoes are hazardous and have caused injuries. In some cases, we may require you to bring back appropriate shoes during the day.

## **What is the Emergency Preparedness Policy?**

In the case of a tornado, children and staff will be in the south back hallway and staff restroom. We will have a phone and emergency contact information with us.

In the case of a fire, you will be notified by the app or a phone call where to pick up your child.

In the case of anticipated flooding, we will contact you to pick up your child.

## **How will The Learning Center help my child stay well?**

An adult must accompany your child into The Learning Center each morning where a teacher will greet each child individually. To avoid disappointment and to prevent the spread of infection to others, parents are asked to observe their child before sending them to The Learning Center, and to keep them at home if they have the following symptoms: fever, vomiting, diarrhea, earache, rash, flu, symptoms, bad cold, excessive nasal secretions, and other communicable diseases. Tylenol, Motrin, and other fever reducing medications, reduce your child's fever, but your child is still contagious and should not be at The Learning Center. Please call or message on the app by 9:00am to notify the staff if your child is staying at home. We reserve the right to send any child home who does not appear well enough to participate in the daily program. If your child has a fever of 100 degrees or higher they will need to go home and **should not return until fever free without use of medication for 24 hours**. We realize this may be a hardship for some, but will cut down on the spread of disease to other children and staff. If your work does not allow you to take that much time off, please have a back-up plan in mind. Children need to be picked up within 30 minutes after receiving a call that they need to go home. If your child goes to the doctor, please bring a note from the doctor. Please call to let us know what your child is sick with so we can let other parents know when it is a communicable illness.

Please do not ask us to keep your child inside if they have a cold, etc. All teachers are needed to supervise outdoor play.

Whenever a child has been exposed to a communicable disease (i.e. mumps, measles, chicken pox), parents are asked to report this to a Learning Center staff member. You should be aware of the quarantine periods for these common communicable diseases:

- **Strep Throat, Scarlet Fever, and Bronchitis-** may return 24 hours after start of antibiotic
- **Chicken Pox-** may return 6 days after onset of rash
- **Mumps-** may return 10 days after onset of illness
- **Measles/Rubella-** may return 7 days after onset of illness

- **Rubella/German Measles-** may return 7 days after onset of rash
- **Scabies-** may return after treatment with an appropriate anti parasite drug which destroys the itch mite, and the eggs, and their environment has been treated.
- **Head Lice-** may return 24 hours after treatment with an insecticide shampoo, nits are removed, and their environment has been treated.
- **Ringworm and Impetigo-** may return when active medical treatment is started and infected lesions are no longer present.
- **Pink Eye-** may return when discharge from infected eye ceases

Your child must be able to participate in a normal day's schedule, including outdoor play, before returning to the Learning Center, even if the quarantine period is over.

These quarantine periods are in accordance with the Kansas Department of Health and Environmental guidelines.

If a child is ill and absent from The Learning Center with any contagious disease and wishes to return before the end of the quarantine period, permission is required from a physician, written on his/her prescription blank, stating that the child is no longer contagious. If your child has had surgery they need a note from the doctor stating when they can return and any restrictions.

Non-prescription medicine cannot be given to any child except on written order of the parent or guardian. Please label the medicine with your child's name, dosage, and dosage intervals. Prescription medicine can be given by one designated person in The Learning Center if it is in the prescription container. Parents must sign an authorization for dispensing medications before any medicine may be administered. These forms are available from your child's teacher, in the back of this handbook, or our website, pcccl.org.

## **What is our incident reporting policy?**

If your child sustains a minor injury (e.g., scraped knee) first aid will be administered. You will receive a notification on Brightwheel. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

In case of injury, the parent's insurance is the primary insurance. The Learning Center staff will fill out an accident report, giving the specifics of the accident.

On the enrollment form, be sure to list the name and number of someone in the Pittsburg area to call (grandparent, neighbor, etc.) in the event we are unable to reach you. The number listed should be their day-time number. Please print neatly so we can read it. Contact information should be updated as soon as possible. If you will be somewhere other than where you are normally, please notify us so we will be able to locate you quickly in case of emergency. Please have voicemail set up and mailbox ready to receive a message.

## **What Is Our Safe Sleep Policy?**

Children will sleep on cots with a fitted twin sheet and a small blanket. Younger children will not use a pillow; pillows are optional for older children.

Children's heads will not be covered while sleeping.

The room temperature will be comfortable; not too warm.

Children will be visually supervised.

No smoking is allowed on the premises.  
All staff are trained in Safe Sleep Practices.

## **How will my child be disciplined?**

Discipline means the on-going process of helping children develop inner control so that they can manage their own behavior in a socially-approved manner.

Methods of discipline which will be used include:

1. Reasoning- a teacher/child discussion
2. Appropriate consequences for their behavior- inappropriate conduct on slide would mean a child could not use the slide for a specified period of time.
3. Quiet-time-opportunity to calm down

Punishment which is humiliating, frightening or physically harmful to the child shall be prohibited. Prohibited methods of punishment include:

1. Corporal punishment
2. Verbal abuse, threats, or derogatory remarks about the child or the child's family
3. Binding or tying to restrict movement, or enclosing in a confined space such as a closet, locked room, box, or similar cubicle; and
4. Withholding or forcing foods.

(Kansas Regulations for Licensing)

Sometimes children may not manage their behavior in a socially-appropriate manner. Some examples include throwing chairs or other unsafe behavior, cussing, etc. If a child exhibits behavior which is physically, verbally, or sexually abusive to the other children or teachers, the following steps will be taken:

The parents or guardians will be verbally informed of their child's behavior. This will be documented. If the abusive behavior continues, a conference will be held with the parents or guardians. Concerns will be discussed and a plan of action will be agreed upon. Both parties will sign a conference form which states the description of the behavior, discussion of the options, and the agreed upon plan. Referral to community agencies which could be helpful may be suggested (ie. Birth to 3, SEK Interlocal, Discovery). PCCCLC may seek help and ask an agency to observe a child. It is not always easy to hear about your child's behavior difficulties but we want to be able to discuss with you calmly and get your child help as soon as possible. Being defensive isn't helping your child.

If at any time the repeated behavior might also be so disruptive to the other children or The Learning Center environment, this could result in a phone call to the parent or guardian. Results might include that a conference will be set up and/or you could be asked to take your child home for the remainder of the day.

After a series of three conferences, we reserve the right to dismiss your child from our care. A period of one week of additional care after the third conference will be allowed so that parents may make other child care arrangements.

During the two-week trial period, care can be discontinued by the provider or family with no advance notice.

After each conference the parent or guardian will receive a letter which specifies the number of conferences that have been held and what further action will be taken if the behavior continues, along with a copy of the conference form. Lack of cooperation from the family could result in immediate dismissal from care.

### **Expulsion Prevention Policy**

Our goal is to help children manage their challenging behaviors in an acceptable way.

Foster positive climates that assist children in learning and developing by preventing problem behaviors and intervening when necessary.

Implement developmentally appropriate behavior and guidance policies consistently.

Identify children's possible need for additional services or teacher professional development.

Provide training to staff in helpful strategies in dealing with challenging behaviors.

Consult community behavioral health resources regarding challenging behaviors. Ensure all families and program staff members are aware of resources available for families. Two area resources are counseling and Discovery Preschool.

Communicate children's individual challenges and successes to the child's family.

### **Child Abuse and Neglect**

Legally, our staff is required to report suspected cases of child abuse or neglect to the DCF office if at any time, any member of the staff believes that your child is being neglected or abused; the proper authorities will be notified.

All families are expected to comply with The Learning Center's Policies.

Revised 5/25

