Parent Handbook

2017-2018

Circle C Child Development Center at its option, may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice.
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1 HISTORY AND MISSION STATEMENT

The Circle C Child Development Center, CDC, was founded as an integral part of the master plan for Circle C Ranch residents. The planners believed that having a high quality, state-of-the-art child development center would create a happy family atmosphere and peace of mind for parents. This Center is unique because of its relationship to the community in which it was established.

Mission

Our mission is to maximize each child's potential by providing an active, collaborative learning environment where children, families and educators become empowered for social, emotional and academic success.

Vision

Our vision is a world where every child meets their maximum potential.
2 WELCOME

Welcome to Circle C Child Development Center!

We believe the strongest partnership in a child's life is that between the child's parents and the school in which their child attends. The goal that we strive to achieve is for our staff to team with parents to make this experience an excellent one for your entire family. We are committed to providing the highest quality of care to your child and to your family.

We have an Open Door Policy and want your involvement. You are invited to visit your child at the school any time during the day. We encourage you to get involved in the community, visit or volunteer in your child's classroom, chaperone field trips, and always be an advocate for your child.

We serve children between the ages of 8 weeks old and 12 years old. Our daily program promotes your child's intellectual, social, physical, and emotional development. We individualize our program to meet the needs of each child and his/her family.

We continually train our staff using the most current research in child development and early education.

The beginning of school is an important time for you and your child. Please feel free to ask us questions as you get to know our school. It is our hope that you and your child, together, will develop a lifetime of wonderful memories while enrolled in our school. We look forward to working with you and your child!
3 PROGRAM PHILOSOPHY

At the Circle C Child Development Center, we know that children’s earliest experiences have a tremendous impact on their development. We respect parents as the primary and most important provider of care and nurturing. We believe parents and teachers are partners in children’s care and education. Our program is designed to meet the developmental needs of young children. It provides experiences that enrich and enhance each child’s cognitive, language, social, emotional, physical, and creative development. The members of our staff serve as positive role models and provide care that is supportive, nurturing, warm, and responsive to each child’s individual needs.
4 LICENSING INFORMATION

4.1 Board of Directors

The Board of Directors of Circle C Child Development Center, Inc., a non-profit organization, formed in 1992 with the State of Texas, establishes policies. The current list of Board of Directors hangs on the bulletin board next to the main office.

4.2 Governmental Licensing Information

Circle C Child Development Center is licensed by the State of Texas and receives periodic reviews by the Texas Department of Family and Protective Services. Parents may view a copy of the minimum standards and the most recent Licensing inspection report at any time. Copies of the minimum standards are available in each classroom or the CDC office. The most recent TDFPS inspection report hangs on the bulletin board next to the main office.

You may contact the local Licensing office at 512-834-3195. The DFPS child-abuse hotline number is 1-800-252-5400. The DFPS website is www.dfps.state.tx.us.

4.3 Accreditation Information

Circle C Child Development Center is accredited by the National Association for the Education of Young Children and maintains the high standards required by the academy.

Circle C Child Development Center is also accredited by Texas Rising Star and holds a 4 star certification which is the highest of the three levels available to child care centers.
5 ENROLLMENT

5.1 Waiting List

Classes at the Child Development Center typically remain full throughout the year. The CDC keeps waiting lists, divided by age and program. A waiting list application form as well as a $125 non-refundable application fee must be attached and submitted to the office in order to place a child on the waiting list. Applications will be filed in each age category according to the date the application form and fee are received. Once enrolled, the application fee applies to the child’s first annual registration fee.

The following waiting list policies apply to all families:
1. The first time a family declines a spot (or fails to call back); the waiting list date will be changed to the date of decline.
2. The second time a family declines (or fails to call back); the child will be removed from the waiting list. Any families wishing to get back on the waiting list must submit a new application and fee.

Children are considered for admission based on the following priorities:

1st: Current students
2nd: Siblings of children currently enrolled
3rd: Circle C residents
4th: Non-residents

5.2 Enrollment

Enrollment at Circle C Child Development Center is open to children from 8 weeks – Pre-K. Enrollment shall be granted without regard to a child’s race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian’s race, color, creed, religion, age, national origin, gender, pregnancy or disability.
Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, deposit, immunization records and signed Parent Handbook receipt.

Before the start of each new school year, teachers will give families a packet of classroom specific information and suggestions. The packet will also include a family questionnaire to learn about your child’s interests, your family’s approaches to learning, your child’s developmental needs, and your concerns and goals for your child. The teachers will incorporate this information into ongoing classroom planning.

The enrollment application and fee agreements are not meant to serve as contracts guaranteeing service for any duration.

Circle C Child Development Center reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Circle C Child Development Center is contingent upon the parent’s, emergency contact persons’ and child’s adherence to the policies and procedures of Circle C Child Development Center as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Circle C Child Development Center immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being unenrolled from the program and forfeiture of any deposit.

The full-time and part-time programs are 12-month programs. Places will not be held for children who withdraw for the summer months. Discounts will not be given for extended vacation during the summer months.
Fall registration will take place each spring. At that time, a registration form as well as an annual registration fee must be turned in for each student in order to secure a place in the program for the upcoming year. Requests for placement changes in the program will be handled on a first come, first serve basis (i.e. changing from TTh to MWF or from Full-time to Part-time, etc.). Changes will only occur if there is availability in the program requested. If there is no availability regarding the change requested, the child would automatically be enrolled in his/her current program.

5.3 Hours, Days, and Months of Operation

Circle C Child Development Center is open year-round from 7:00 a.m.-6:15 p.m., Monday through Friday, with the exception of specified holidays. The CDC offers all-day childcare for children ages two-months through four-years of age. Part-time classes are also available from 9:00 a.m.-1:30 p.m. on a 2-day or 3-day per week basis for toddlers (beginning the year the children are 24 months by September 1) through four- and five-year-olds. Parents also have the option to sign up for our part-time extended care program, given there is availability. The program runs Monday-Friday from 1:30 p.m.-3:00 p.m. and is at an additional cost.
6 TUITION POLICY

6.1 Contracts, Fees, and Deposits

All custodial parents and/or legal guardians are required to sign an Enrollment Agreement prior to enrollment of their child in Circle C Child Development Center.

Upon enrollment in the CDC, parents will sign a contract agreeing to give the CDC at least a one-month notice of withdrawal, effective the last day of the month. For example, if a child’s last month will be January, notice must be turned in no later than December 31. Children may not withdraw in the middle of a month. If a family fails to give appropriate notice, they will forfeit their advance tuition deposit. Each year, upon re-enrollment, an annual registration fee is collected. These fees are non-refundable.

For new students enrolling in the program, one full month’s tuition must be paid in advance, which is considered their Advance Tuition Deposit or “ATD”. This ATD will be applied toward the child’s last month’s tuition at the CDC, with proper notice.

6.2 Payment Schedule

Tuition rates for the school year are announced each spring during fall registration. Tuition is due on the 1st day of each month and shall be paid using the Tuition Express ACH program (bank account withdrawal or credit card). For any families who pay by check or money order, a $5.00 per month check processing fee will be assessed. For any family who pays by credit card a 3% processing fee will be added to your monthly tuition.

The Tuition Express ACH program must be used to pay tuition. There will be a $25 fee charged for returned payments due to insufficient funds. Parents will be responsible for payment and fees. If at any future time the bank returns a parent’s payment, all future tuition payments must be made by certified check or money order and a $5.00 monthly processing fee must be paid.
Tuition does not include fees for field trips and extracurricular activities such as SportBall.

6.3 Late Tuition Payments

A $25.00 late fee will be charged for any check arriving after the 5th. An additional $10 will be charged if payment is not received by the 12th. A $25.00 processing fee will be charged for any returned payments. If tuition is not received by the 15th of the month, your child may not attend school until the tuition is paid.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergencies, inclement weather, or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Circle C Child Development Center; however, if you anticipate difficulty with paying on time, please discuss the matter with the Business Manager immediately. If alternative arrangements for payment are approved you will be notified by the Business Manager.

6.4 Child Care Subsidies

Circle C Child Development Center accepts childcare subsidies through Texas Workforce Commission/CCS.
7 CONFIDENTIALITY POLICY

Within Circle C Child Development Center, confidential and sensitive information will only be shared with employees of Circle C Child Development Center who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents, and/or children will not be shared with parents, as Circle C Child Development Center strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Circle C Child Development Center.

Outside of Circle C Child Development Center, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law.

Any parent who violates the Confidentiality policy will not be permitted on CDC property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing CDC property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy.
8 MANDATED REPORTER OF SUSPECTED CHILD ABUSE AND/OR NEGLECT

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Circle C Child Development Center are considered mandated reporters, under this law. The employees of Circle C Child Development Center are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Circle C Child Development Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Circle C Child Development Center cannot be held liable for reports made to Child Protective Services that are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation
9 PARENT CODE OF CONDUCT

Circle C Child Development Center requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Circle C Child Development Center is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of Circle C Child Development Center but is the responsibility of each parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment.

Parents who violate the Parent Code of Conduct will not be permitted on CDC property thereafter. Please refer to the Policy on Parent’s Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing center property.

9.1 Threatening of Staff, Parents, or Children

Threats of any kind will not be tolerated. All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the CDC will not assume the risk of a second chance. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

9.2 Physical/Verbal Punishment of Your Children or Other Children

While Circle C Child Development Center does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent’s child. If a parent should witness
another parent’s child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or CDC Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss his or her child’s inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director’s attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the CDC Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our center have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

9.3 Smoking

For the health of all Circle C Child Development Center employees, children and associates, smoking is prohibited anywhere on CDC property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Circle C Child Development Center. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

9.4 Violation of Entry Door Safety

For the safety of all of the children, we have secured doors. Only people who are authorized can enter the building while children are present. When families enroll, they will receive one free key fob and have the option to purchase additional key fobs for $10 apiece. Lost key fobs may be replaced for $10. Each family’s key fob only opens doors during the child’s program times (example: Part-time’s doors will not open until 9:00 am).

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of
Circle C Child Development Center. Please be particularly mindful of Circle C Child Development Center entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however, that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person is in our organizational chain. Be alert and mindful. Immediately report any breaches to the office.

9.5 Quarreling with Other Parents or Staff

While it is understood that parents will not always agree with the employees of Circle C Child Development Center or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

9.6 Policy for Handling Parent Concerns

If a parent has a concern, he/she should first discuss it with the lead teacher of the child’s class. If the lead teacher and parent cannot resolve the concern together and to the satisfaction of both, the matter should be brought to the attention of the Director. A three-way conference may be arranged at this time. If a resolution is not reached, the matter will then be brought to the attention of the Executive Director and/or the Board of Directors for their consideration.

9.7 Violations of the Confidentiality Policy

Circle C Child Development Center takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the CDC. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their
child or family, but all children, families, and employees associated with Circle C Child Development Center. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.
10 PARENT’S RIGHT TO IMMEDIATE ACCESS

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Circle C Child Development Center, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Circle C Child Development Center must be provided with a Certified Copy of the most recent order and all amendments thereto. See section 13 for more information on Court Orders.

In the absence of a court order on file with Circle C Child Development Center, both parents shall be afforded equal access to their child as stipulated by law. Circle C Child Development Center cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Circle C Child Development Center suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Circle C Child Development Center staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the childcare facility only at the discretion of the Center Director. An employee of Circle C Child Development Center will accompany visitors at all times, throughout the center.

Circle C Child Development Center will dismiss any child whose parent is prohibited from entering upon CDC property. Due to the parents’ right to immediate access policy, as well as state and federal regulations, Circle C Child Development Center cannot have a child at the CDC when the child’s parent is prohibited access. Circle C Child Development Center will not agree to any request to maintain a child’s enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.
11 DISMISSAL

Every effort will be made to resolve differences. However, circumstances that can result in a child/family’s dismissal from the program, include, but are not limited to:

Behavior aspects of a child:
- Any child who is not yet ready for the group experience or whose needs cannot be met in a group setting (i.e.-cannot get along with other children, unable to follow class rules and teacher instructions, requires one-on-one attention from the teacher for a majority of the day),
- A child who continually places the safety of him/herself, other children, or staff members at risk,
- A child with behavior problems so severe that they cannot be accommodated within the scope of the regular program and regular staff-child ratio, or lack of a written plan or instructions from a psychiatrist, psychologist, counselor, or therapist specializing in young children.

Parental disregard for Center policy:
- Tuition is 30 days in arrears and there is not a written plan for payment of back tuition,
- Failure to pay the tuition according to the written plan,
- Consistent disregard for the hours of operation,
- Failure to treat the CDC staff and children with respect.

The Circle C Child Development Center reserves the right to dismiss any family immediately if the Executive Director deems it necessary. Although families can be dismissed immediately, when possible, the Center endeavors to follow the procedure below:
- Parents will be notified of problem by teacher or office staff as soon as possible,
- Parents and teacher or office staff will set up conference for discussion of problem within 48 hours,
- A follow-up conference will be scheduled for 2 weeks later,
• If significant improvement is not observed, parents will be asked to seek professional counseling to aid in a solution,
• After a reasonable time, if a solution cannot be reached, the Executive Director may communicate dismissal.

Ultimately, continued enrollment will be at the sole discretion of the Executive Director. A parent who wishes to appeal a dismissal from school may do so by arranging a meeting with the Board of Directors at which the lead teacher and Executive Director will outline attempted modifications and discuss their effectiveness. The parent may request further or alternative modifications. However, the Board will not overturn the decision of the Executive Director unless it is shown that she has acted in a biased or unprofessional manner during the dismissal process.

The Executive Director or designee will assist the parent in gathering their child’s belongings at the time of dismissal and parents are required to leave CDC property in a calm and respectful manner, immediately. Circle C Child Development Center will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child’s belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Executive Director if they wish to return to CDC property following a dismissal. Appointments are made at the discretion of the Executive Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the CDC by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Circle C Child Development Center.
12 WITHDRAWAL

One month written notice, as of the end of a month, is required when withdrawing a child for any reason. If the proper notice is given, any unused advance tuition deposit will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will not have their advance tuition deposit refunded.

Parents who wish to change their child’s program at Circle C Child Development Center, must request to be put on an internal wait list.

An administrator will notify the parents when the new program is available. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested program is not available, parents may choose to continue with the current program until the requested program becomes available, or may choose to withdraw their child from the CDC.
13 COURT ORDERS AFFECTING ENROLLED CHILDREN

In cases where an enrolled child is the subject of a court order, (ex...Custody Order, Restraining Order, or Protection from Abuse Order) Circle C Child Development Center must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Circle C Child Development Center administration, both parents shall be afforded equal access to their child as stipulated by law. Circle C Child Development Center cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Circle C Child Development Center suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Circle C Child Development Center is obligated to follow the order for the entire period it is in effect. Employees of the Circle C Child Development Center cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Circle C Child Development Center will report any violations of these orders to the court.
14 ARRIVAL PROCEDURES

Upon arrival at Circle C Child Development Center, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located in the child’s classroom. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the childcare facility. Parents are required to help children put away their personal belongings and be settled for the day.

Circle C Child Development Center discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. Circle C Child Development Center believes it is best for parents to tell the anxious child upon arrival that after all of the child’s things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The teacher present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Circle C Child Development Center are available to discuss other options if the child does not settle into the arrival routine after a reasonable period.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child’s teacher of any special instructions or needs for the child’s day. These special instructions include but are not limited to: early pick-up, alternative pick-up person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

Circle C Child Development Center does not serve or provide breakfast in the morning. Parents are required to feed their child a nutritious and filling breakfast prior to arriving at Circle C Child Development Center.
Notification of Absence

Parents are requested to inform the Center if a child will not be at the center on a scheduled day.

If your child is ill, we request that you notify the office not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the office, so that the parents of the children in the school may be notified that a communicable disease is present. See section 25.4 for more information on Communicable Diseases.

14.1 Center’s Right to Refuse Admission

Circle C Child Development Center reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. Staff deems the child too ill to attend.
2. Domestics Situations that present a safety risk to the child, staff, or other children enrolled at Circle C Child Development Center if the child were to be present at the center.
3. Parents’ failure to maintain accurate, up to date records.
4. Parents’ failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program. 
15 PICK-UP PROCEDURES

Parents or other authorized adult are required to sign their child out of care on the sign-out sheet located in the child’s classroom. Once a parent signs his/her child out, the parent is then solely responsible for supervising their child while on the Center’s premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms, and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to exit the building once they have signed their child out of care.

Parents must take home all papers in the child’s cubby or folder each day. Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

15.1 Late Pick-Up

Please be considerate of our teachers by picking up your child by the appropriate time. You will be charged $10.00 per child for the first minute for late pick-up. You will be charged $2.00 for each additional minute. This fee will be paid to the office. This includes the children who need to be picked up by 1:30 p.m. (part-time), 3:30 p.m. (extended care), or by 6:15 p.m. (full-time). Please note that the Child Development Center closes at 6:15: therefore, late fees will accrue up until the time a family leaves the building.

It is the parent’s responsibility to ensure that someone (either a parent or emergency pick-up person) is available to pick up the child on time.
15.2 **Persons Appearing to be Impaired by Drugs/Alcohol at Pick-Up**

The staff of Circle C Child Development Center will contact local police and/or the other custodial parent should a parent appear to the staff of Circle C Child Development Center to be under the influence of drugs and/or alcohol. The parent’s right to immediate access does not permit the Center from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Circle C Child Development Center staff will delay the impaired parent as long as possible, while contacting the other parent, the local police, and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Circle C Child Development Center to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Circle C Child Development Center will contact the child’s parents, local police, and Child Protective Services to notify them of the situation.

15.3 **Emergency Contact & Authorized Pick-Up People**

At enrollment, parents will be presented with an Admission Information form. Parents are required to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Circle C Child Development Center. In an emergency, the child’s parents will be called first. If they cannot be reached, staff will call the emergency contact. State regulations require each family to have at least one emergency contact and one authorized pick-up person.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed as an emergency contact or authorized pick-up person. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.
The persons on the Admission Information form will be required to provide a Government issued photo ID prior to the CDC releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Admission Information form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Circle C Child Development Center reserves the right to refuse/ban any person listed on the Admission Information form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Admission Information form of the policies/procedures contained herein.
16 TRANSPORTATION

The Circle C Child Development Center does not provide transportation at any time.
### 17 CDC PARENT CALENDAR

#### 2017/2018 Parent Calendar

<table>
<thead>
<tr>
<th>AUGUST 2017</th>
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#### SEPTEMBER 2017 | MARCH 2018

| S | M | T | W | T | F | S |   | S | M | T | W | T | F | S |
|-------------|--------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |   | 1 | 2 | 3 |   |   |   |   |   |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | All Labor Day - All Programs Closed | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |   | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |   | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

#### OCTOBER 2017 | APRIL 2018

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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |   | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |   | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |   | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |   |   |   |   |   | 29 | 30 |   |   |   |   |   |   |

#### NOVEMBER 2017 | MAY 2018

| S | M | T | W | T | F | S |   | S | M | T | W | T | F | S |
|-------------|--------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 |   | Thanksgiving Break | 1 | 2 | 3 | 4 | 5 |   |   |   |   |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | All Programs Closed | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |   | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |   | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 26 | 27 | 28 | 29 | 30 |   |   |   | 27 | 28 | 29 | 30 | 31 |   |   |

#### DECEMBER 2017 | JUNE 2018

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| 3 | 4 | 5 | 6 | 7 | 8 | 9 |   | 3 | 4 | 5 | 6 | 7 | 8 | 9 |   |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | Winter Break - All Programs Closed | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |   | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |   | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

#### JANUARY 2018 | JULY 2018

| S | M | T | W | T | F | S |   | S | M | T | W | T | F | S |
|-------------|--------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |   | Winter Break - All Programs Closed | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |   | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |   | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |   | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 28 | 29 | 30 | 31 |   |   |   |   | 29 | 30 | 31 |   |   |   |   |

Effective 05/15/2017

Circle C Child Development Center at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, families will be notified. Any such action shall apply to existing as well as to future families.
18 EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by the inclement weather message on the CDC main line, CDC website, and by email.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child’s parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the Admission Information form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person, at the time of the call, of the pick-up location should the children need to be evacuated from the center. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days.
19 CURRICULUM INFORMATION

Circle C Child Development Center offers a program that reflects the guidelines established by the National Association for the Education of Young Children in its Developmentally Appropriate Practice in Early Childhood Programs. The low staff/child ratios in the classrooms enable the teachers to plan for individual children at each child’s developmental level.

The CDC adheres to the National Association for the Education of Young Children’s Position Statement on how children learn:

“…To convey some of the complexity and interrelationship among the principles that guide our practice, we offer the following statements as examples:

- Children construct their own understanding of concepts, and they benefit from instruction by more competent peers and adults.
- Children benefit from opportunities to see connections across disciplines through integration of curriculum and from opportunities to engage in in-depth study within a content area.
- Children benefit from predictable structure and orderly routine in the learning environment and from the teacher’s flexibility and spontaneity in responding to their emerging ideas, needs, and interests.
- Children benefit from opportunities to make meaningful choices about what they will do and learn and from having a clear understanding of the boundaries within which choices are permissible.
- Children benefit from situations that challenge them to work at the edge of their developing capacities and from ample opportunities to practice newly acquired skills and to acquire the disposition to persist.
- Children benefit from opportunities to collaborate with their peers and acquire a sense of being part of a community and from being treated as individuals with their own strengths, interest, and needs.
- Children need to develop a positive sense of their own self-identity and a respect for other people whose perspectives and experiences may be different from their own.
- Children have enormous capacities to learn and almost boundless curiosity about the world, and they have recognized age-related limits on their cognitive and linguistic capacities.
- Children benefit from engaging in self-initiated, spontaneous play and from teacher-planned and structured activities, projects, and experiences.

The above list is not exhaustive. Many more examples could be cited to convey the interrelationships among the principles of child development and learning or among the guidelines for early childhood practice.”

Our teachers use a variety of teaching approaches with an emphasis on emergent curriculum, which is developed from exploring what is relevant, interesting, and personally meaningful to children. In addition, teachers utilize developmentally appropriate practices, thematic learning, The Creative Curriculum, and DLM Curriculum.

What are children learning as they interact with each other, the teaching staff, and the environment? Here are some examples:

### 19.1 Manipulatives

Children learn to: work cooperatively in small groups; develop self-control; demonstrate perseverance and self-discipline; experience pride in accomplishments; sort and match objects by attributes such as color, size, texture, and shape; understand number concepts related to sequencing, serration, and classification; develop emergent reading skills such as directionality and matching like objects; develop fine motor control; develop eye-hand coordination; develop visual discrimination skills; refine sense of touch.

### 19.2 Dramatic Play

Children learn to: interact with others; express individuality and creativity; play cooperatively with others; understand the social expectations and
attitudes of others; anticipate how to act in new situations; address fears and worries; demonstrate empathy for others; identify and plan play episodes with others; draw on past information and experience to solve problems; identify solutions to problems that arise during play; classify props according to common characteristics; arrange objects according to size; persevere at a task; improve small muscle control; use eye-hand coordination; use visual discrimination skills.

19.3 Music and Movement

Children learn to: participate in a group; develop social skills by playing cooperative musical games; express anger, fear, joy, and other emotions through music and movement; recognize that music and dance express moods and feelings; enhance self-concept by sharing the music and dance of each child’s culture; refine listening skills by noticing changes in tempo or pitch; increase awareness of different movements or body positions; develop creativity and imagination; understand new words and concepts; explore cause and effect; explore the many ways the body can move; develop large motor skills, improve balance, coordination, and rhythm; improve small motor skills.

19.4 Sensory

Children learn to: play cooperatively with others; explore social roles; develop pride; see a task through to completion; observe materials to see how they compare and contrast; understand cause and effect relationships; observe conservation of volume; develop problem-solving skills; develop creativity; strengthen fine motor control; develop eye-hand coordination; improve coordination skills.

19.5 Art Center

Children learn to: express feelings; channel frustration and anger in a socially acceptable way; assert individuality; experience pride; share and cooperate with others; enhance creativity; develop an understanding of
cause and effect; label shapes and objects; solve problems; develop planning skills; develop small muscle skills; refine eye-hand coordination.

19.6 **Block Center**

Children learn to: work independently and in a group; express needs, concerns, and fears in socially acceptable ways; share and cooperate with others; demonstrate pride in accomplishments; develop an understanding of the concepts of length, height, weight, and area; classify and sort objects by size, shape, and function; make use of physical principles; predict cause and effect relationships; solve problems related to construction; organize in sequence; use addition, subtraction, and fractions; use large and small muscle skills; develop eye-hand coordination; control the placement of objects.

19.7 **Book Center**

Children learn to: develop concern for others; try out different roles; share time and materials with others; enhance self-esteem; develop an understanding of symbols; increase vocabulary; predict events; recognize objects, colors, and shapes; understand sequence; apply knowledge to new situations; develop storytelling abilities; strengthen eye muscles; coordinate eye and hand movements; refine visual discrimination skills.

The Circle C Child Development Center staff members are constantly learning new ways to challenge and encourage young children. Individualized staff development plans are implemented each year to encourage staff to grow in all curriculum areas.
19.8 Daily Schedule of Activities

The CDC day allows for a variety of learning experiences including, but not limited to, the following:

- Cooperative and independent play
- A variety of planned learning experiences as well as the provision for unplanned and spontaneous activities
- A balance of indoor, outdoor, quiet, active, large and small group, individual, child-initiated and adult-led activities
- Structured group activity and explicit teaching opportunities
- Opportunities for the development of personal, social and emotional skills
- Flexibility within the planned program to accommodate for interests of children, unforeseen circumstances and changing needs
- Use of a variety of developmentally appropriate resources, materials and equipment
- Activities and language that is non-biased, non-sexist, avoids stereotypes and reflects a multicultural perspective
- Specialist areas offered in P.E., Music, and Spanish

19.9 Class Assignments

September 1 birth date cut-off sets class assignments in accordance with public school policy, placing children with the group with which they will eventually go to Kindergarten. For the most part, groups of children remain together as a class until the following August. At this time, children will promote to the next appropriate class based upon their birth date. Class placements are solely at the discretion of the CDC administration, although we encourage parents to communicate with us if there are special concerns or requests to take into consideration when placing children. Make these requests in writing and deliver to the CDC office.
19.10 Staff and Child Ratios

Developmentally appropriate ratios are important to us, helping our teachers facilitate adult-child interaction and constructive activity among children. Groupings of children are arranged according to age with the following staff to child ratios:

- Infants—4:1
- Toddlers—4:1
- 2-year-old group—6:1
- 3-year-old group—7.5:1
- Pre-K—10:1

19.11 Nap/Rest Time

Each full-time classroom has a rest time. The times and lengths of naptime varies by age group. If your child has a special blanket or toy that he/she naps with, please feel free to bring it with your child; it will stay in your child's cubby until naptime.

If your children are past the age of taking a daily nap, they will not be required to sleep, but they will be required to rest and play quietly in their area. Books and quiet toys will be available to those children.

Children under the age of 1 year old are on their own nap/rest/feeding schedule.

19.12 Diapering

For children who are unable to use the toilet consistently, parents may bring commercially available disposable diapers or cloth diapers. For children who use cloth diapers, the diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering would be changed as a unit. Cloth diapers and clothing that are soiled are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
Our staff checks children for signs that diapers are wet or dirty at least every two hours when children are awake and when children waken. Diapers are always changed when wet or soiled. Diapers or soiled underwear are only changed in the designated changing areas. At all times, teachers have a hand on the child when the child is being changed on an elevated surface.

19.13 Birthday and Holiday Celebrations

We are pleased to celebrate children's birthdays or similar special ethnic and/or cultural days. Please inform us in advance of these events and we will be happy to assist you. Birthday parties are usually celebrated with a special food item at the end of lunch. Please be aware that we have many families with various levels of nutrition consciousness and many children have allergies. Your child's teacher can suggest treats that will work for all of the children, or give parents of children with allergies a “heads up” to bring an alternate treat (i.e.-gluten-free cupcake, dairy-free pizza, etc.). A birthday breakfast with bagels, a special lunch pizza party, or muffins have all been well received by the children.

Circle C Child Development Center regards the exploration of different cultural traditions and celebrations as an important part of education. We strive to observe as many different celebrations as possible. The CDC takes the position that an informed respect for other cultures and celebrations is the best way to counteract prejudice and its negative effects. Consequently, families are encouraged to share their cultural celebrations with other children and their families. Such activities should be undertaken in the spirit of enriching the CDC's program and should be devoid of any proselytizing. Families wishing to share their traditions are encouraged to arrange with their child's teacher. The presentation need not be long or complicated--it can be as simple as reading a favorite book or showing special decorations. The children always enjoy these activities and are enthusiastic participants. Your child’s teacher can help you come up with ideas that would fit in with the class attention span and interests.
19.14 Conflict Resolution Policy for Children

At the Circle C Child Development Center, we assume that...

1. Conflict can be healthy and can foster growth, learning, responsibility, and trust.
2. Helping children resolve conflict gives children control of their environment and their relationships with others. It also fosters their social and personal growth and maintains self-respect and respect for other children.
3. Children’s ability to resolve conflict is influenced by multiple factors, including developmental stages, cultural expectations, models from family and significant others’ experiences, and the media.
4. Teachers’ approaches to conflict are influenced by their knowledge of their students through observations, parental input, previous experiences, and the understanding that each child learns in a different way over time.
5. Children are capable of taking responsibility for their actions, and they are able to come up with creative, positive solutions. They can be empathetic to peers and are able to understand the consequences of their actions.

In response to these beliefs, our classrooms will be safe places where everyday conflict is used as a teachable moment to build children’s self-reliance, self-esteem, problem-solving skills, trust in peers, empathy, and compassion. Teachers participate as facilitators, allowing children to practice their evolving conflict-resolution skills in varied ways.

(This conflict resolution model was adapted and taken from: Carter, M. & Curtis, D. (1998), The Visionary Director, Redleaf Press: St. Paul, MN.)

19.15 Child Assessments / Parent-Teacher Conferences / Communication

It is important to us that all children are part of an ongoing developmental assessment. All of our staff members have been trained to use our assessment procedures and interpret results as well as the conditions under which children will be assessed. The details of our process are outlined below.
• Instruments We Use  
  o We assess children using various methods including age-appropriate developmental checklists, parent conversations, self-portraits, work samples, photos/videos, and anecdotal observations.

• Procedures  
  o We use only “authentic assessment,” the process of documenting and evaluating growth and development, over time, using real-life situations. We do not test children in artificial settings. Assessment is a fluid and continual process, and teachers observe and document the children’s progress on a continual basis.

• Use of Results  
  o Assessment results are used for arranging for developmental screening and referral for diagnostic assessment when indicated, identifying children’s interests and needs, describing the developmental progress and learning of children, improving curriculum and adapting teaching practices and the environment, planning program improvement, and communicating with families.

• Confidentiality  
  o Our staff members keep assessment information confidential. We do not share any information with other families. We ask that families not request information regarding other children’s development, special needs, or behavior.

• Parent/Teacher Conferences  
  o Basic assessment information is shared with the parents twice a year during conferences. At that time parents will also receive a written developmental summary. Teachers and parents collaborate on goals and plans for the individual child’s learning and continued assessment in accordance with each family’s values, culture, identity, and home language.

Good communication is a vital element in a successful school experience. We will use a variety of methods to keep you informed about your child and the events at Circle C Child Development Center.
• You are encouraged to take a minute to chat with the teacher at the beginning or end of each day. Sharing information can help teachers relate to your child appropriately. Teachers also use information shared to individualize curriculum and help your children learn and grow and Please remember, however, that the teacher does not have time for conferences during class times. Conferences may be scheduled with your child’s teacher.

• Many classrooms have a wipe-off board located in or right outside the classroom on the door or wall. Teachers may notify parents of the day’s events and other information on these boards. Please take a minute at the end of each day to read the messages posted on these boards.

• Teachers will provide a monthly newsletter to each parent to keep them informed of the upcoming events and lesson plans.

• Some teachers may utilize either parent/teacher communication sheets or daily sheets in the classrooms.

• Notices of upcoming events and activities are posted throughout the CDC.

• Periodic newsletters will be sent home from the Director, to inform you of changes and activities within the CDC.

• Snack menus are posted in classrooms.

19.16 Pre-K Celebration

On designated days at the end of the school year, students enrolled in the Pre-K program will participate in a special celebration. The celebration is not just for those going on to Kindergarten, but rather for all of the children enrolled in a Pre-K class. Because of the large number of Pre-K children, we have two celebrations, one at Kiker Elementary School, and one at Clayton Elementary School. Family members are welcome, however, space may be limited. The program includes a performance, class recognition, and a special slide show. Refreshments follow. We look forward to sharing this very special occasion with you and your child.
20 DISCIPLINE AND GUIDANCE

Discipline at Circle C Child Development Center shall:
- Be individualized and consistent for each child
- Be appropriate to the child’s level of understanding
- Be directed toward teaching the child acceptable behavior and self-control

Positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction shall be used, including:
- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements
- Using brief supervised separation from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the age of the child

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child’s mouth
- Humiliating, ridiculing, rejecting or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Subjecting children to psychological abuse or using coercion
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods for the child’s age
21 TOYS FROM HOME

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Circle C Child Development Center staff for safety and appropriateness, and may be prohibited at the sole discretion of Circle C Child Development Center.

Your child should not bring candy, toys, or money from home. This policy prevents hurt feelings and lost or broken belongings. The following items should be kept at school or brought in daily. All items must be labeled with the child’s first name and last initial. Diapering creams/powders and sunscreen must be labeled with the child’s full name.

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<tr>
<th>INFANTS</th>
<th>TODDLERS, 2's, 3'S, and 4's</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filled bottles (label caps also)</td>
<td>Nap items: crib sheet &amp; blanket (full-time only—must be taken to wash on Fridays)</td>
</tr>
<tr>
<td>Baby Food (full name and date)</td>
<td>At least one change of clothing (including shoes &amp; socks)</td>
</tr>
<tr>
<td>Diapers and Wipes</td>
<td>Lunch Items (full name &amp; date on each container)</td>
</tr>
<tr>
<td>Diaper Rash Cream (if desired)</td>
<td>A filled water bottle (must be taken home DAILY for washing)</td>
</tr>
<tr>
<td>Crib blanket (large enough to “tuck under” mattress)</td>
<td></td>
</tr>
<tr>
<td>2-3 changes of clothing</td>
<td></td>
</tr>
<tr>
<td>Security items such as pacifiers</td>
<td></td>
</tr>
</tbody>
</table>
22 DRESS CODE

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, and gloves must be provided in the winter months.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes. For safety reasons, children may not be allowed to ride tricycles or use certain climbing equipment if they do not have appropriate footwear.

Children are required to have one seasonably and size appropriate complete change of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, and socks. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child’s first and last name. This includes coats, hats, and gloves. Circle C Child Development Center is not responsible for lost or damaged items of clothing.
23 FIELD TRIPS, ANIMALS, AND WATER PLAY

23.1 Field Trips

Circle C Child Development Center sometimes supplements the in class curriculum with off premise field trips. Notification of a field trip will be posted in the classroom, with all pertinent trip information. Parents are required to give written permission for their child to attend each field trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If a parent opts out of a scheduled field trip and chooses to not have their child participate, the child must remain at home until the classroom returns. The CDC cannot accommodate additional children in other classrooms as we must maintain teacher-child ratio regulations set by NAEYC and state licensing requirements.

The CDC does not drive children, so volunteer parent drivers will be requested for the trip. The CDC will submit a background check on each volunteer transporting any child other than his/her own, per state licensing requirements.

23.2 Animals

Animals are present in some of our classrooms. These animals include fish, tarantulas, and guinea pigs. Children may touch the guinea pigs with supervision; the teachers ensure that the children follow proper hand washing procedures. If other animals enter your child’s classroom during the school year, the parents will receive notification.

23.3 Water Play

During summer months, water play will be allowed which includes sprinklers, splash tables, spray bottles, and other creative ways to stay wet. At no time do we allow wading pools that the children would be immersed in. At the beginning of each summer teachers will announce, through their
monthly classroom newsletters or additional memos in children’s folders, their class water day schedules.
24 PARENT PARTICIPATION / VOLUNTEERS

Parents are invited and encouraged to be involved in their child’s school activities. Parents can participate and volunteer at the center in many different ways. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will often have a volunteer opportunity form available to be filled out at the open house. Parents not interested in volunteering directly in the classroom may donate items or assist with maintenance work.

At the CDC, it is very important to us to encourage lots of parent involvement and to support our teaching staff members. Room parents play a huge role in coordinating these elements. Room parents typically coordinate teacher appreciation efforts for birthdays, holidays, and end-of-year. Many rooms also plan lunch for the teachers once a month. They also help teachers coordinate pizza day sides, holiday celebrations, and any special projects, such as silent auction baskets or festival booths. Room parents can also encourage other parents to get involved by recruiting help or helping the teacher plan for parent story reading, helping plan for pet care, and making sure the teacher has help with special projects the children are working on.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions, and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, the parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.
25 HEALTH AND SAFETY

25.1 Pre-Enrollment Requirements

Each child is required to complete an online pre-enrollment packet of information. This packet is to be returned to the center’s office prior to the child’s first day of attendance. All children are required to have a complete up to date immunization record on file at Circle C Child Development Center. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask about how to obtain an immunization waiver. Immunizations may be waived for certain reasons. Please discuss this with the director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

Parents are required to update all health and immunization related information at least quarterly, or as needed. Information is kept confidential and is only shared on a “need to know” basis. Classroom teachers are always given copies of emergency contacts, emergency releases, and allergy information.

All children are required to have a Health Care Statement filled out by a licensed medical professional, in order to attend Circle C Child Development Center. The Health Care Statement, indicating the child’s fitness to attend Circle C Child Development Center, must be completed by a licensed healthcare professional and returned to the Center within the first 2 weeks of enrollment.

25.2 Vision and Hearing Screening

All children who are 4-years-old by September 1st of the school year must provide documentation, signed and dated by the physician, of vision and hearing screening within 90 days of the beginning of the school year. If the child refuses to cooperate with the test, the physician must provide documentation to that effect.
25.3 **Children with Severe Allergies**

For the safety of your child, parents are required to provide a signed copy of the “Severe Allergies Form”, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s physician and parent(s) or legal guardian(s), and must be updated every twelve months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy.

Parents must also execute a Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies form. This form releases Circle C Child Development Center from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the Severe Allergies Form, provided Circle C Child Development Center exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

25.4 **Communicable Diseases**

Circle C Child Development Center follows all health/communicable disease policies as outlined in the American Academy of Pediatrics.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick his or her child up within 45 minutes, it becomes the parent’s responsibility to arrange for alternate pick up with someone listed on the child’s emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.
Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor’s note stating they are no longer contagious and can return to the program. Circle C Child Development Center reserves the right to refuse to allow a child to return if the Executive Director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hour period of time. Children may return to the program when normal bowel movements resume.

If your child has a communicable disease, we ask that you share the diagnosis with the center, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Circle C Child Development Center will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

### 25.5 Biting

Children sometimes bite other children. Although not all toddlers bite, biting is considered a normal stage in a child’s development. Children may bite for a variety of reasons, rarely with the intent to hurt another child.
Karen Miller, author of *Things to Do with Toddlers and Twos*, suggests toddlers may bite for any of the following reasons:

- **Teething:** Toddlers are often cutting teeth and it hurts. Chewing on something relieves the itch and stops the pain for a moment.

- **Sensory Exploration:** Toddlers are very good at using all of their senses to learn about the world. The “oral mode,” an important style of learning for infants, continues into toddlerhood. They bite everything, not just their playmates.

- **Cause and Effect:** Toddlers are eager explorers. They are constantly studying cause and effect. Biting produces a predictable response. Often, the response is dramatic: there is a lot of noise and attention from adults.

- **Self-Assertion:** This is probably the most common reason toddlers bite. It is a way to express frustration when they do not yet have the language skills to do so.

Our staff takes action to reduce the number of biting incidents, including providing access to teething toys, providing numerous sensory exploration activities, providing opportunity to explore cause and effect and offering toddler’s options and alternatives to reduce frustrations.

When a child receives a bite, that child is immediately comforted and the bite is washed with soap and a Band-Aid applied if the skin is broken. The teacher says firmly, “It is not okay to bite. Biting hurts very much.” If possible, the teacher will try to encourage the bitten child to express his/her feelings. “It hurts” or “Don’t bite me” are sentences teachers will model for the child to repeat. The teacher redirects the child to another area of the classroom.

Consistent with the CDC policy, parents are not told the name of the child who bit their child. Parents of the child who bit are informed and work together with the teachers in hopes of preventing further incidents of
biting. We recognize how upset parents may be when they learn their child received a bite; however, we also recognize that biting is a normal component of child development. Despite our many concerted efforts to prevent biting incidents, they are bound to occur. Our program does not exclude children because of biting alone.

Please feel free to ask the staff any questions about toddlers and biting. Parents should understand and take comfort in knowing that biting is a normal stage in the course of a child’s development and, like all stages, he/she will quickly outgrow it.

For more information in biting, parents may want to read *Things to Do with Toddlers and Twos* by Karen Miller.

### 25.6 Dispensing of Medication

Circle C Child Development Center will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor’s note with explicit dosage and administration instructions. Circle C Child Development Center will only give medication to the child for whom the doctor’s note is written and for whom the medication container is labeled. One doctor’s note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor’s note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form the first day that medication is to be dispensed. It is not safe to keep medications in a child’s cubby. The medication form, doctor’s notes and medication are to be turned in to the teacher. Medications will be stored in appropriate places and refrigerated if necessary.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.
Parents and teachers are not allowed to administer any kind of vitamins or medications by adding them to the child’s bottle, cup, or thermos.

25.7 Fire Drills

Circle C Child Development Center conducts monthly fire and emergency/evacuation drills. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child’s class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Executive Director or designated staff member will inform each classroom teacher that the school will be closing. At this time, any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together,
remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

25.8 Alternate Safe Location

Should the administration of Circle C Child Development Center or any emergency services personnel determine the building that houses the CDC to be too dangerous to be occupied, the staff and children will be taken to Kiker Elementary School. Once the children are assembled there, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

25.9 Medical Emergencies

In case of critical illness or injury during school hours, appropriate first aid or CPR will be given immediately and the appropriate emergency personnel will be contacted. Parents will also be notified immediately.

25.10 Surgery

Children may not attend school the same day that they have surgery. Young children recover quickly, but there is always a risk of reactions to anesthetics. The Center does not have the materials or staff to react to such emergencies.

25.11 SIDS Prevention

In accordance with commonly recognized SIDS prevention techniques and TDPRS requirements, we put all infants to sleep on their backs. We will only make exceptions if you provide us with documentation from your pediatrician.
25.12 Incident/Accident Reports

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in the child’s classroom folder.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign the Incident/Accident Report and return a copy to the classroom teacher within 24 hours. Failure to sign and return an Incident/Accident in this time will result in your child’s exclusion from the program until the Report is returned signed.

25.13 Food Policy

The children eat together at lunchtime. The teacher sits with the children to model table manners and converse with the children. Children are encouraged to get their own lunch boxes, open containers, and eat independently, as they are ready. Older infants and toddlers use sippy cups at lunch. Children transition to a regular cup, as they are ready; for most children this is the spring before they move to a two-year-old class.

We are committed to good nutrition as an integral part of the early childhood experience. Not only do children benefit physically, but they are also learning the principles of good nutrition.
The following is a guideline to help assist you in planning a healthy lunch for your child. These patterns are from the USDA Child and Adult Care Food Program. You may access the complete USDA CACFP meal pattern packet online at www.fns.usda.gov/tn/Resources/blocks2.pdf.

**Infant Meal Patterns**

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Lunch or Supper</th>
<th>Snack</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth through 3 months</td>
<td>4-6 fl. Oz. breast milk or formula</td>
<td>4-6 fl. Oz. breast milk or formula</td>
</tr>
<tr>
<td>4 months through 7 months</td>
<td>4-8 fl. Oz. breast milk or formula</td>
<td>0-3 Tbsp. infant cereal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0-3 Tbsp. fruit and/or vegetable</td>
</tr>
<tr>
<td>8 months through 11 months</td>
<td>6-8 fl. Oz. breast milk or formula</td>
<td>2-4 fl. Oz. breast milk or formula</td>
</tr>
<tr>
<td></td>
<td>2-4 Tbsp. infant cereal; and/or 1-4 Tbsp. meat, fish, poultry, egg yolk, cooked dry beans or peas; or ⅛-2 oz. cheese; or 1-4 oz. cottage cheese, cheese food, or cheese spread</td>
<td>0-1/2 slice bread or 0-2 crackers</td>
</tr>
<tr>
<td></td>
<td>1-4 Tbsp. fruit and/or vegetable</td>
<td></td>
</tr>
</tbody>
</table>

**Toddler & Preschool Lunch or Supper Meal Patterns**

<table>
<thead>
<tr>
<th>Components</th>
<th>Ages 1-2</th>
<th>Ages 3-5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Milk, fluid</strong></td>
<td>½ cup</td>
<td>¾ cup</td>
</tr>
<tr>
<td><strong>Meat and Meat</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternative:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lean meat</td>
<td>1 oz.</td>
<td>1 ½ oz.</td>
</tr>
<tr>
<td>Cheese</td>
<td>1 oz. slice</td>
<td>1 ½ oz.</td>
</tr>
<tr>
<td>Eggs</td>
<td>⅛</td>
<td>⅛</td>
</tr>
<tr>
<td>Beans/Peas</td>
<td>⅛ cup</td>
<td>3/8 cup</td>
</tr>
<tr>
<td>Nut Butters</td>
<td>2 Tbsp.</td>
<td>3 Tbsp.</td>
</tr>
<tr>
<td>Yogurt</td>
<td>4 oz.</td>
<td>6 oz.</td>
</tr>
<tr>
<td><strong>Vegetables &amp; Fruit</strong></td>
<td>¼ cup total</td>
<td>½ cup total</td>
</tr>
<tr>
<td><strong>Bread and Bread</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternative:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bread</td>
<td>½ slice</td>
<td>½ slice</td>
</tr>
<tr>
<td>Cereal/Grain</td>
<td>¼ cup</td>
<td>¼ cup</td>
</tr>
<tr>
<td>Pasta/Noodles</td>
<td>¼ cup</td>
<td>¼ cup</td>
</tr>
</tbody>
</table>

**All age groups:**

All food items must be labeled with your child’s name. Circle C Child Development Center does not permit children to share or exchange food items.
For the safety of your child, parents are required to provide notification, in the form of a doctor’s note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets).

Circle C Child Development Center never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Teachers can use food for classroom lessons.

**Infant Classrooms:**

Children enrolled in the infant through 1½ year old classrooms must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breast milk bottles, baby food, snacks, and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child will not run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. No bottles will be microwaved. All bottles must be taken home by the parents each night to be washed.

Teaching staff do not offer solid foods and fruit juices to infants younger than six months, unless that practice is recommended by the child’s health care provider and approved by families. Sweetened beverages should be avoided.

Parents must provide and label all utensils and bowls necessary for feedings. Children will not be fed directly from baby food jars, nor will the staff use previously opened baby food. Staff will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded.
Parents are required to complete a feeding schedule for their child on a monthly basis, or as the child’s feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

Toddler and Preschool Classrooms:

Circle C Child Development Center offers children a morning snack at approximately 9:30 a.m., a half-hour lunch at approximately 12:00 noon and an afternoon snack at approximately 3:30 p.m. Circle C Child Development Center does not serve breakfast.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks.

Circle C Child Development Center curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch for their children each day they are in attendance. Lunches should include a sandwich (or main entrée item) and healthy sides such as fruit, vegetables, and the like. Parents should limit junk foods to a minimum in their child’s lunch. Please be aware of potential choking hazards with children under 4-years-old. These foods include hot dogs, whole or sliced into rounds, whole grapes, nuts, popcorn, hard pretzels, spoonfuls of peanut butter, chunks of raw carrots, or meat larger than can be swallowed whole. All uneaten food will be placed back in the child’s lunch so parents can see what items and how much their child consumed during the day. Parents should limit the number of choices offered in their child’s lunch, as children often become distracted by the choices. Parents should provide enough food so that their child is satiated, but not so much that food is wasted.
Circle C Child Development Center does not allow candy bars, sodas, or candy treats such as Skittles, Starbursts or gum, in a child’s lunch. If you wish for these foods to be a part of your child’s diet, please give them to your child at home.

Circle C Child Development Center prohibits any food item in glass containers (except Baby food in the infant classrooms), as well as aluminum cans. These can be safety hazards for the children and staff.

The parent may place lunches containing milk, cheese, yogurt, and/or other food items requiring refrigeration in the refrigerator designated for your child’s classroom use or use an ice pack in your child’s lunchbox. To locate which refrigerator is designated for each classroom, ask your child’s teacher.

All food items provided in your child’s lunch must be labeled with your child’s name. In addition, please label the child’s lunch box/bag.

Circle C Child Development Center will provide a healthy morning snack for all children and an afternoon snack for all children enrolled in extended care and full time. A list of the daily snacks available to the children will be posted in the classroom on a monthly basis.

### 25.14 Pizza Days

Pizza days are sold in the office as a fund-raiser. The Child Development Center has pizza days once a week (alternating Thursdays & Fridays). Children may have as much cheese pizza as they want, but we strongly encourage families to send “healthy sides” such as fruit, vegetables, and/or yogurt to go with the pizza.

Each $20 pizza purchase is worth five pizza days, so each family pizza purchase is at a different time, based on program and attendance. The front desk will notify families when they need additional pizza days by placing a notice in their child’s folder. At that time, you can come by the office to either write a check or ask that it be paid using Tuition Express.
Because this is a fundraiser, NO REFUNDS will be given on the balance of the card when the child withdraws.

25.15 Gang-Free Zone / Firearms and Weapons

Any area within 1000 feet of the Circle C Child Development Center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

At no time is any person permitted to carry any type of firearm, ammunition, and/or weapon on Center property for any reason. Violation of this policy will result in immediate dismissal from the program.

25.16-Lice Policy

Upon detection of live lice on a child, CDC will contact the child’s parent/guardian. The child may return to school after treatment with an over the counter or prescription medication and thorough combing has been completed. The class will be notified and information regarding steps for parents to follow will be sent home. Children identified with nits only, will have their parent/guardian contacted by the child’s teacher to see if treatment has taken place. Children with live lice and/or nits who have NOT been treated may not attend school. Once a child has been treated for lice and/or nits and returns to school, frequent re-checks will be done to ensure that treatment was effective.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Head lice are a common occurrence among young children. Head lice spreads from person to person by direct contact with hair or by sharing items such as hats, brushes, etc.
26 POLICY CHANGES

The CDC reserves the right, at its sole discretion, to change any policies through written communication with families.

The CDC utilizes e-mail as the prime form of communication. It is the parent’s responsibility to ensure we have an up to date e-mail address on file at all times.
27 CENTER INFORMATION

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Michelle Moran

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