



# Alphabet Academy

## Parent Handbook

Updated October 2014

Welcome to Alphabet Academy!

Alphabet Academy is a child care facility where we focus on child development through experience. Our educational strategies and daily routine were developed with a focus on theories studied and implemented by Dr. Maria Montessori. Our curriculum begins with our infants and continues through all of our classes.

Alphabet Academy is a locally-owned and family-managed business serving families in West Des Moines. We accept children from 6 weeks to 6 years of age.

We are excited to partner with you in helping your child develop!

## **Hours and Days**

The academy is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. We are closed New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. If Christmas Eve falls on a weekday, the academy will close at 3:00 p.m. In the event any of these holidays fall on a weekend, they will be observed on either the Monday or Friday closest to the actual holiday (date of observance to be decided in advance by the academy). All holidays are charged at the regular rate.

In the event of inclement weather, the director will make a decision as to whether or not the academy will be closed. If the decision is to close the academy, this will be broadcast on WHO-TV (channel 13) as well as on WHO Radio (1040 AM). All inclement weather days are charged at the regular rate.

## **Drop-off Procedure**

Children will not be accepted prior to 6:30 a.m. Parents must accompany their child into the building upon arrival, sign their child in and drop their child off in the appropriate room. The children are not allowed to come into the building alone or to sign themselves in. This is for their protection, especially in the case of a fire or other emergency.

According to licensing procedures, "each child shall have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group." If any of these things are determined, the child must go home immediately. It is also required that all changes of phone numbers, places of employment, residence or pick-up information be turned in to the office as soon as changes are made.

## **Pick-up Procedure**

All children must be picked up and signed out by an adult. Anyone, including parents, who are allowed to pick up the child must be listed on the Pick-Up Permission. To avoid confusion, it is the responsibility of the parent registering the child in our center to properly fill out this form.

In a custody situation, the parent registering the child must take responsibility to ensure this is in accordance with his/her specific court agreement. A copy of the court agreement must be provided to the academy to ensure accuracy. If a parent who is not listed contests this, he/ she will not be allowed to pick up the child until the parent registering the child gives approval.

If the contesting parent can offer proof that he/she is indeed the legal parent or guardian and has legal rights, we will allow that parent to pick up the child and to submit his/her own Pick-Up Permission. The academy reserves the right to refuse any individual access to our building if hostility exists.

Anyone not recognized by sight will be asked for a picture ID. If any individual other than those listed on the Pick-Up Permission is needed to pick up a child, the parent must alert the office prior to that time. That

individual must bring a photo ID. It is the parent's responsibility to notify the office and make changes on this form whenever necessary.

### **Fee Policy & Procedure**

A registration fee is required upon enrollment in the academy. Fees are due in advance on Monday and may be made by cash or check. There will be a \$15.00 late fee added if the account is not paid by noon on Wednesday. Failure to pay may result in termination of services. There will be a \$30.00 fee added on all returned checks.

A two-week written notice is required by the parent to terminate services. Fees for two weeks will be added if a two-week written notice is not given. Vacation time may not be used to compensate for the two-week written notice. Additional information concerning the Fee Policy can be found on the Placement Agreement.

### **Enrollment Forms**

The following is a list of information and forms required when enrolling a child. According to chapter 109 of the Childcare Centers and Preschools Licensing Standards and Procedures, new forms will be completed yearly and also updated as necessary.

#### **Emergency Medical/Dental Consent**

This form gives the academy permission to call an ambulance or transport a child in case of an emergency, to contact the child's physician or dentist for consultation, or to contact another physician or dentist for consultation. It includes the names of the child's physician, dentist and hospital. This form must indicate any allergies, medication, and/or other conditions pertinent to emergency care. If a physician, dentist or hospital is not listed, the academy will designate a medical facility of their choice for the child.

#### **Pick-up Permission**

This form must list anyone who has permission to pick up or visit the child at anytime, including parents and those on the emergency list. It also names anyone who is not allowed to pick up the child as well as any custody situations that the academy needs to be aware of.

#### **Child Information**

This form contains information concerning contacts, such as phone numbers and addresses, for parents/guardians as well as people who are to be utilized as alternate contacts for emergencies or illnesses when the parents/guardians are unreachable. This form also gives the academy permission to photograph or video tape the child to be used in promotional or training materials.

#### **Emergency Contact Information**

This information will be taken anytime the child is out of the building and being transported to another area, e.g. field trips. It contains any information that may be needed in case of an emergency.

#### **Developmental Level**

This form is used to evaluate the developmental level of all children under 18 months-old.

#### **Transportation Permission Form**

This form gives the academy permission to transport the child for field trips and emergencies.

#### **Sunscreen Permission Form**

This form requests that each parent provide sunscreen for his/her child. It also informs the parents that sunscreen will be applied to each child whenever the academy deems necessary. This form must indicate any medical conditions, allergies or concerns pertinent to the application of sunscreen.

### **Medical Statement Form**

A complete physical must be presented on or before the first day the child attends the academy. An update must be completed annually.

### **Certificate of Immunization**

A current CERTIFICATE OF IMMUNIZATION must be presented on or before the first day the child attends the academy. It must include a health official's signature as well as source of immunization. This certificate must be updated as the child receives immunizations.

### **Placement Agreement Form**

The Placement Agreement is a contract which states a child may be placed in the care of Alphabet Academy. This form also outlines conditions of enrollment, such as rates, vacation policy, permissions and payment schedule. This form also serves a guaranteed start agreement and will hold a place for children who will be starting longer than two weeks after paying the registration fee.

### **Photo Release Form**

This form is signed by the parent who acknowledges that their child may be photographed while attending the academy.

### **Parent Acknowledgement Form**

This form is signed by the parent who acknowledges that he/she received, read and understands the policies contained in this parent handbook.

### **Vacation Policy**

Vacation will be granted after the second consecutive month of service. Full-time children receive two weeks of vacation annually. Vacation will be deducted one week at a time in full-week increments. Vacation weeks are renewed each January. Unused vacation weeks do not carry forward.

### **Discharge Policy**

Alphabet Academy reserves the right to terminate services at any time. Termination may occur for any of the following reasons, but are not limited to: failure to comply with the fee agreement and/or payment arrangements, unresolved behavior conflict by a child, or any type of hostile situation. All decisions to terminate services, communication concerning the identified problem and/or appeal or review of the termination shall be handled by the director and/or the owner.

### **Parking Policy**

Parking spaces directly in front of the front door of the building are reserved for parents. Parking is also available in front of the clubhouse south of the academy. Please do not park in front of the dumpsters, in the driveway, or in red-striped fire zones. DO NOT leave children unattended in a vehicle. As mandatory reporters, we will be forced to report this action to the proper law enforcement agency.

### **Access Policy**

441 Iowa Administrative Code Chapter 109 governs child care centers and states the following regarding Supervision and Access:

- a. The center director and on-site supervisor shall ensure that each staff member, substitute, or volunteer knows the number and names of children assigned to that staff member, substitute, or volunteer for care. Assigned staff, substitutes, and volunteers shall provide careful supervision.
- b. Any person in the center who is not an owner, staff member, substitute, or volunteer who has a record check and department approval to be involved with child care shall not have unrestricted access to children for whom that person is not the parent, guardian, or custodian.
- c. Persons who are exempt from the record check process are granted access in accordance with 109.6(6)“a”(2) unless the provisions of paragraph 109.10(16)“d” apply.
- d. A sex offender who has been convicted of a sex offense against a minor and who is required to register with the Iowa sex offender registry under the provisions contained in Iowa Code chapter 692A shall not operate, manage, be employed by, or act as a contractor or volunteer at a child care center. The sex offender also shall not be present upon the property of a child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.

(1) Written permission shall include the conditions under which the sex offender may be present, including:

1. The precise location in the center where the sex offender may be present;
2. The reason for the sex offender’s presence at the facility;
3. The duration of the sex offender’s presence;
4. Description of the supervision that the center staff will provide the sex offender to ensure that no child is alone with the sex offender.

(2) Before giving written permission, the center director shall consult with the center licensing consultant. The written permission shall be signed and dated by the center director and the sex offender and kept on file for review by the center licensing consultant.

### **Parental Access Policy**

Parents are welcome to visit their child at the academy at any time unless restricted by a court order. The academy does ask that visitors check in with the office before going to the child’s room. People not listed on the Pick-Up Permission will not be allowed to visit the child unless previously arranged by the parent. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. Parents wishing to speak in length about their child with a teacher are requested to schedule a meeting either at the academy or over the phone.

### **Program of Activities**

The academy has chosen a curriculum for each room based on the children’s developmental levels. The curriculum may include activities in the following areas: large and small motor, cognitive, social, emotional and spiritual. Lesson plans and daily schedules are posted in each classroom.

### **Non-Center Lead Activity Policy**

The academy may accommodate non-center lead activities within the academy at the discretion of the director. In most cases, these activities will be optional and may require an additional cost, e.g. music lessons, sports. The academy will require written permission for each child to participate in the non-center activity held within the academy. For any non-center activity that is offered, the academy will provide an adequate amount of team members to accompany the children during the activity.

The Non-Center Lead Activity Policy is separate from the Field Trip Policy and Transportation Policy.

## **Clothing**

Daily play and learning can get messy. Please dress your children in comfortable, washable play clothes and comfortable shoes every day. Please provide an extra set of clothing in your child's cubbie. In the summer, we do not recommend flip-flop style shoes, but suggest sandals that strap around the child's ankle and toes. Seasonal items, such as swim suit, towel, mittens, boots, and snow pants also may be needed.

## **Items from Home**

Items may be brought from home for children napping on cots for comfort. Such items include a blanket, stuffed animal, or pillow. Toys and other items from home should be left at home. Alphabet Academy will not be responsible for damaged or broken items.

As a best practice, blankets are not used in cribs and stuffed animals are not allowed in cribs at any time while children are napping. If a blanket is used in a crib, it must be a light receiving blanket which is big enough to be firmly tucked underneath the mattress, not the child, and tucked no more than waist high.

## **Child Health Policy**

### **Illnesses**

A child who is ill or has a temperature of 101 degrees or above should be kept at home. All children shall have direct contact with a team member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior (see Drop-Off section). A child will be sent home if he/she is running a temperature of over 101 degrees, if he/she is vomiting or has diarrhea, if it is suspected that he/she has a contagious disease, or if he/she is too ill to participate in the program.

In the event that a parent is called to pick up an ill child, the child must be picked up within an hour. If a child needs to be sent home and his/her parents are unreachable, the emergency contacts listed on the CHILD INFORMATION FORM will be contacted. The academy reserves the right to request that the child see a physician or to have a physician's note prior to returning.

### **Guidelines for When A Child Can Return After Illness**

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed and enforced unless your child has a doctor's release to return.

**Fever:** Must be fever-free for 24 hours with the exception of an ear infection. In the case of an ear infection, the child may return after treatment of antibiotic has started.

**Vomit:** Must be vomit-free for 24 hours.

**Diarrhea:** Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If it is determined that the diarrhea is caused by medication or teething, the child will not be asked to leave the academy.

**Pink Eye:** 24 hours after documented treatment for conjunctivitis has begun.

**Mouth Sores:** Must have a doctor's note stating that the child is non-infectious.

Rash: With any rash, whether or not accompanied by a fever or behavior change, the child cannot return without a doctor's note stating that the illness is not a communicable disease.

Infestations: Cannot return until 48 hours after treatment has begun or at the Director's discretion. Infestations may be head lice, scabies, etc.

Impetigo: Cannot return until 48 hours after treatment has been initiated.

Strep Throat: Cannot return until 24 hours after documented treatment has been initiated.

The incidence of a communicable disease at the academy will be posted at the front door of the academy and on the door of the infected room.

If a child is sent home from the academy, the time period (e.g. 24 or 48 hours) will be counted from when the child left the academy. For example, a child who is sent home at 2:30 p.m. on Tuesday for an illness may not return until at least 2:30 p.m. on Wednesday.

Alphabet Academy reserves the right to deny the right for a child to be left for the sake of community health.

### **Medications**

Medication may be administered to a child when provided and requested by a parent. An AUTHORIZATION TO GIVE MEDICATION form must accompany all medications that are to be administered. All medication, both prescription and non-prescription, must be in its original bottle with the label intact. Once the medication is administered, the time and date will be documented on the AUTHORIZATION TO GIVE MEDICATION form as well as on the FIRST AID DAILY LOG.

All medications will be stored in the kitchen. No medication will be allowed to be stored in the classroom, child's bag or cubby. All medication will be administered by those who have completed the necessary training.

### **Injuries**

All injuries brought to the attention of a teacher will be documented on the FIRST AID DAILY LOG.

Any injury causing a mark constitutes an INCIDENT REPORT which must be completed by the teacher who witnesses the incident. This report will include the injury, first aid given and witnesses who were present when the incident occurred. A copy of the report will go to the child's cubby and the original to the child's file.

Parents will be contacted immediately for all serious injuries as well as medical personnel, if necessary, and an INCIDENT REPORT will be completed.

To ensure first aid is available for all injuries, a first aid kit will be kept in each room. First aid kits will also be taken to the playground and on each field trip.

### **Dental Emergency**

Should a dental emergency occur where a tooth is damaged or prematurely extracted (excluding the loss of loose baby teeth) a supervisor will be called to evaluate the situation. Permanent teeth that have been extracted will be placed in a glass of whole milk until further arrangements are made. The

parent will then be called to make arrangement for the child to be transported to their dentist. In the event that the parents or emergency contacts cannot be reached, the child's dentist will be contacted.

### **Smoking Policy**

According to state licensing regulations Chapter 109.10(11), "Smoking and the use of tobacco products shall be prohibited in the academy, outdoor play area and in center-operated vehicle during hours of operation of the academy."

### **Hand Washing Policy**

All team members must wash their hands at the following times to prevent or minimize the transmission of illness or disease: Upon arrival at the academy, immediately before eating or participating in any food service activity, after diapering a child, before leaving the restroom either with a child or by themselves, before and after administering first aid and after handling animals and cleaning cages.

Children's hands will be washed at the following times to prevent or minimize the transmission of illness or disease: Upon arrival in the classroom, immediately before eating or participating in any food service activity, after using the restroom or being diapered and after handling animals.

### **Universal Precautions Policy**

Universal precautions must be followed by team members at all times. A protective barrier such as gloves must be worn when handling any bodily excrement or discharge. Proper hand washing must be followed as stated in the Hand Washing Policy. All sharps must be placed in the sharps container after use.

### **Nutrition Policy**

All meals and snacks are prepared and served according to CACFP (Child and Adult Care Food Program) standards. Exceptions to these standards will be allowed for allergies, medical conditions or religion. A permanent exemption of any certain food for allergies or medical conditions must be accompanied by a doctor's note. A temporary exemption for medical conditions must be accompanied by a FOOD EXEMPTION FORM to be completed by a parent. Parents may be required to provide substitutes when accommodating children with allergies or medical conditions. Menus are posted two weeks in advance and are posted at the front door. Any student arriving after the breakfast or lunch time should have already eaten.

### **Biting Policy**

In a group care setting, toddler biting may occur, and we are ready to help toddlers who bite learn more appropriate behavior.

Daily routine is designed to avoid boredom, frustration, or over-stimulation. We provide a calm and cheerful atmosphere with a mix of stimulating, soothing, age-appropriate activities and multiples of favorite toys. Team members also work to model acceptable and appropriate behaviors for the children, helping them learn words to express their feelings and giving them tools to resolve conflicts with our help.

While biting is never a correct action for toddlers, they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Sometimes the biting is related to teething. Other times, toddlers bite to express feelings they can't yet articulate with words. Children may bite when they are frustrated or even excited.

Alphabet Academy does not focus on punishment for biting, but rather on effective techniques that address the specific reason for the biting. We will support your child whether they bite or are bitten. When biting occurs,



these are our three (3) main responses:

1. Care for and help the child who was bitten. If the skin is not broken, we apply a cold pack. If the skin is broken, we cleanse the wound with soap and water. We call the child's parents and give them a copy of the incident report, which is filled out by the team member who witnessed the incident. The incident report is also kept in the child's file. The name of the child who bit is kept confidential.
2. Help the child who bit so that he/she learns other appropriate behavior. We address the child in a firm, calm voice, stating our disapproval of biting. We give the child's parents a note that same day informing them of the biting. In general, we ask parents to keep us informed if their child is biting at home or in other situations. Children who bite in our program do not necessarily bite at home. If the child is biting in other situations, it is important for all of us to correct them consistently. Communication is very important in order to help the child stop biting.
3. Examine our program to stop the biting. Team members analyze the cause of ongoing biting. In-room assessments can help to determine the quality of relationship between the caregiver and the child, the environmental influences on the child's behavior, and target the social-emotional support for the child. Then, a plan is developed to address the causes of the biting, focusing on keeping children safe and helping those who are stuck in the biting pattern. After developing this plan, we arrange a meeting with the parents and share the details so they know specifically how we are addressing this problem.

No matter the reason for the biting, you can count on us to assess and handle the situation appropriately so it will end as quickly as possible. We want the best for all children in our care.

### **Policy for Food Brought From Home**

Food may be brought from home. Perishable food brought from home must be contained so as to avoid contamination.

### **Policy for Children Requiring Special Accommodations**

The decision to accept a child requiring special accommodations will be made by the director. This decision will be based on whether the child will have the opportunity to be successful in the academy's environment. Parents may be required to submit a PROFESSIONALLY PRESCRIBED TREATMENT FORM which has been accompanied by a letter from a health care professional explaining the child's condition and the responsibility that the academy will have over the child. Limitation of accommodations may exist for children whose needs require extreme facility modifications beyond the capability of the facility's resources. One-on-one care is not considered an acceptable means of accommodating children with special needs.

### **Safety Policy**

All measures will be taken to ensure that all team members are well-trained in any and all emergency procedures. Fire and tornado drills will be completed at least once per month. Other emergency procedures will be covered periodically, but at least annually, at the discretion of the training coordinator. All team members will receive and maintain training in CPR, First Aid, Mandatory Child Abuse Reporting and Infectious Disease Control. As another measure of safety precautions, it is the responsibility of the parents to ensure that their child's file is current with phone numbers, emergency contacts and pick-up permission forms.

### **Emergency Procedures**

#### **Fire and Bomb Threat Procedure**

There will be a long continuous blast from the fire alarm. Children will be evacuated according to the diagram posted in their room or as directed by the police. A head-count will be taken before and after the

evacuation to ensure accountability. In case of inclement weather, the children will be transported to an evacuation site. The police will be contacted as well as WHO-TV (channel 13) and WHO Radio (1040 AM) to broadcast the children's location. Emergency Information and First Aid kits will be taken along with the children.

### **Tornado, Earthquake and Flood Procedure**

A team member will receive notification of a tornado warning on the weather radio and will then notify the academy of the warning. Children will be evacuated to the tornado safe area according to the diagram posted in their room. A head-count will be taken before and after the evacuation to ensure accountability. In case of a tornado, earthquake or flood causing structural damage to the building, the children will be transported to an evacuation site. The police will be contacted as well as WHO-TV (channel 13) and WHO Radio (1040 AM) to broadcast the children's location. Emergency Information and First Aid kits will be taken along with the children.

### **Blizzard and Power Failure Procedure**

Alphabet Academy asks that the parents come as quickly and safely as possible to pick up their children during a blizzard. As ratios allow, the academy will start sending team members home. If parents are unable to immediately pick up their child, a ratio-sufficient number of our team, including an on-site supervisor, will stay with the children as long as necessary.

In the case of a power failure, parents should come as quickly as possible to pick up their children. If evacuation due to power failure is deemed necessary, the children will be transported to an evacuation site. A head-count will be taken before and after the evacuation to ensure accountability. All closures will be at the discretion of the Director and will be broadcast on WHO-TV (channel 13) as well as on WHO Radio (1040 AM). Emergency Information and First Aid kits will be taken along with the children.

### **Chemical Spill Evacuation Procedure**

In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill. If the area is considered unsafe and an evacuation is necessary, the academy will transport the children to an area deemed safe by the authorities. A head-count will be taken before and after the evacuation to ensure accountability. The police will be contacted as well as WHO-TV (channel 13) and WHO Radio (1040 AM) to broadcast the children's location. Emergency Information and First Aid kits will be taken along with the children.

### **Intoxicated Parent or Visitor Procedure**

If an intoxicated parent attempts to pick up his/her child, the on-site supervisor will contact an emergency contact and request that they pick up the child. The on-site supervisor will then inform the intoxicated parent of the pick-up plan. If we are unable to reach an emergency contact, the child must be allowed to leave with the parent. The on-site supervisor will then inform the parent that the police will be immediately contacted concerning the incident. An intoxicated visitor will be asked to leave the academy immediately, and the parent of whom the visitor was here to see will be contacted.

### **Intruder Procedure**

In the case of an intruder entering the academy and creating a hostile situation, a designated code will be put out to alert other team members of the situation and to alert them to phone the police. If possible, children will be taken to a designated "safe area" in the building. The academy will then proceed as directed by the police.

## **Lost or Abducted Child Procedure**

The on-site supervisor will be immediately notified of a lost or abducted child. A head-count will be taken to ensure accountability. Procedures will be put in place to locate the child. If the child is not found, the parent as well as the police will be contacted. The academy will then proceed as directed by the police.

## **Evacuation of Immobile Infants Procedure**

In the case of a natural disaster (e.g. tornado or fire) or any circumstance which would require the evacuation of the infants and team members located in the nursery area, an accurate count of all infants present must be taken immediately. Infants are to be placed in the cribs that have been designated for evacuation at the ratio of four infants to one crib. The cribs designated for evacuation have been designed to ensure a smooth transition from the nursery area to the evacuation site. If going up or down steps is required for the evacuation, the infants must be removed from the cribs and be carried up or down the stairs. Upon reaching the designated evacuation site, an accurate count of all children present must be taken to ensure all infants have been evacuated from the nursery area.

## **Child Discipline Policy**

We believe that children need limits in order to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self-control. At Alphabet Academy, we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, discipline problems will be at a minimum.

According to licensing procedures for child care centers in the state of Iowa [Section 109.7(2)]:

1. Corporal punishment including spanking, shaking and slapping shall not be used.
2. Punishment which is humiliating or frightening or which causes pain or discomfort to the child shall not be used.
3. Punishment shall not be administered because of a child's illness, or progress or lack of progress in toilet training, nor shall punishment or threat of punishment be associated with food or rest.
4. No child shall be subjected to verbal abuse, threats or derogatory remarks about the child or the child's family.
5. Each program shall have a written policy on the discipline of children which provides for positive guidance, with direction for resolving conflict and setting of well defined limits. The written policy shall be provided to team members and parents.

The CDC considers the following to be examples of unacceptable behavior:

1. The display of disruptive or defiant actions or lack of cooperation.
2. Aggressive behavior and/or abusive language.
3. Any behavior determined by the director to be unacceptable.

In any of the above situations, the academy feels that interventions provide for positive guidance with directions for resolving conflict and the setting of well-defined limits.

In all aspects of inappropriate behavior, discipline will be maintained by always using a positive approach. The discipline policy will be implemented in the following order:

1. Redirection

- Compliment on the child's good behavior while redirecting to another activity.
- Encourage social skills by discussing resolutions to confrontation.
- Intervene and introduce the child to an activity in a new perspective.

2. Time Out Within Their Area

- "Time out" shall be defined as positive time away from the group or activity yet within their area.
- One minute per year of age, no more than five minutes.
- Identify the child's unacceptable behavior, and discuss possible alternatives to the situation.

3. Time Out Away From The Group

- Continual display of inappropriate behavior.
- Redirection and "time out" within the area becomes either inappropriate or ineffective.
- Temporary removal from the area may meet the child's needs at that time.

4. Daily Note

- To inform the parent of a child's inappropriate behavior.
- This note does not count as one of the three Behavior Incident Reports.

5. Behavior Intervention Meeting

- If inappropriate behavior continues, a behavior intervention meeting may take place with the parents, lead teacher and a member of the leadership team.
- The meeting will discuss actions that may be taken to aid in the child's success.

6. Behavior Incident Report

- A written notice of a certain behavior(s) once the above actions have been taken and the child's inappropriate behavior continues.
- Each Behavior Incident Report counts as one of the three that would result in suspension.

These approaches will be used when they are pre-approved by the director:

1. Send Child Home

- When the child fails to respond to the previous measures taken by the CDC Team and/or when the behavior is beyond what the CDC is equipped to handle.
- This at the discretion of the most senior Leadership Team member present.

2. Suspension

- Three Behavior Incident Reports, within a nine-week period, constitute the child being suspended from the child care program for one week.
- Behavior Intervention Meeting – During this time, a mandatory meeting will be held to determine if the child is capable of changing his/her behavior to allow re-entry into the program.
- Fees will still be paid for this week to retain the child's space in the CDC program.
- If the child does continue in the program and does receive a fourth Behavior Incident Report within a 30 day period, termination of services may occur.

### 3. Termination of Services

- If it is determined that the CDC cannot meet the child's individual needs and/ or the child no longer strives to reach his/her highest potential socially and/or educationally.
- If a child's behavior significantly and directly threatens the physical or mental health, safety or well-being of other children or team members within the academy.
- Termination may be effective immediately after consulting the most senior Leadership Team member present.

Alphabet Academy expects parental involvement and cooperation in all aspects of discipline. Failure to comply may warrant termination. We reserve the right to discontinue services at any time.

### **Child Behavior Intervention Policy**

The Behavior Intervention Policy's purpose is to establish procedures for the parents, lead teacher, and a member of the leadership team to utilize when planning to meet the needs of the children with unacceptable or inappropriate behavior. A parent, the child's lead teacher and a member of the leadership team will be in attendance at a Behavior Intervention Meeting.

A Behavior Intervention Meeting may be called in three different manners:

1. The primary teacher or a member of the Leadership Team may call for a Behavior Intervention Meeting at any time prior to the first or second Behavior Incident Report or as they deem necessary.
2. Either parent may call for a Behavior Intervention Meeting at any time prior to the third Behavior Incident Report or as they deem necessary.
3. A Behavior Intervention Meeting is mandatory after the third Behavior Incident Report.

Under the first two scenarios, our first goal will be to determine and identify the behavioral difficulties that the child is having. The child's primary teacher will document the circumstances surrounding the behavior and the current actions that are being taken to correct this. Parents will then be asked to provide information concerning any changes in the home and will give input if they have noticed this behavior and what actions they are currently taking to correct it. A plan of action will then be discussed and agreed upon by all members present. If problems continue, an additional intervention will be scheduled.

The approach will vary slightly in the case that a mandatory Behavior Intervention Meeting has been called after the third Behavior Incident Report. Our first goal will be to determine if our program is appropriate for the needs of the child. Services will be terminated if it is determined that we cannot meet the child's needs in our program. We will follow the steps listed above if we determine our program is appropriate for the child's needs.

## **Field Trip Policy**

At Alphabet Academy, we are interested in all areas of growth and development in our students. We feel that field trips are an important part in meeting this goal. It is the target and goal of each class (ages 2 and above) to make these outings learning experiences as well as trips for enjoyment and change of pace. These outings may include, but are not limited to, parks, zoos, museums, or libraries. The following criteria are applied to create uniformity and structure as well as to ensure the safety of our students:

- **Permission Slips** — Included in the annual paperwork is a Transportation Permission Form. When signed by each parent, this form gives us permission to transport the children in one of our vehicles to and from field trips. There will also be a roster on the classroom door that must be signed by each parent giving his/her child permission to attend that specific field trip. Parents will be notified of details on departure time and return, the destination and nature of the trip, and, if applicable, the cost, by placing a notice on the classroom door and/or on each child's cubbie.
- **Ratios** — The ratios established and used for each class and age group shall be exceeded by at least one qualifying team member. Before leaving the academy, students will be divided into ratio groupings. This shall be done at the discretion of the lead teacher. Each teacher used in ratio will be responsible for a specific group of children throughout the entire field trip.
- **Emergency Plans** — As a precautionary measure, each lead teacher will be responsible for taking the following items on all field trips: first aid kit, Emergency Information and a cell phone. If an emergency occurs, the on-site supervisor or director will be immediately notified as well as the child's parents and/or EMS personnel when needed. On outings where water is unavailable, a packaged water will be provided.

Any parent wishing for his/her child not to attend a field trip may request that the child stays behind and that child will be placed with another classroom until his/her class returns. If you are interested in accompanying your child on field trips, please see the director for details.

## **Transportation Policy**

Transportation will be provided by a hired bus or van for field trips. Transportation will also be provided by either bus or van if needed in an emergency situation or evacuation. In order to meet standards set in the Iowa Code 321.446 as stated in Chapter 109.10, the following guidelines will be followed regarding transportation:

- All children transported in a motor vehicle with a gross weight of 10,000 pounds or less, except a school bus, shall be individually secured by a safety belt or other safety restraint.
- Children under the age of 6 shall be secured in a federally approved restraint.
- Children under the age of 12 shall not be located in the front seat of a vehicle.
- Drivers of vehicles shall possess a valid driver's license and shall not operate under the influence of alcohol, illegal drugs, prescription or non-prescription drugs that could impair their ability to operate a motor vehicle.

## **Team member Orientation Plan**

### **Policy for Hiring Competent Team Members**

Each applicant must complete an application as well as interview with a member of the Leadership Team. The applicant must be qualified in all sections of the state guidelines in Chapter 109.6. All applicants are

required to meet the standards outlined in the New Teacher Training as well as the On-Going Training listed below.

### **New Team Member Training**

All new team members will complete a Center Orientation which includes the completion of all personnel records, an overview of all policies and procedures. They must also complete training requirements in accordance with DHS requirements during their first 6 months and first year on team member. DHS requirements may include:

1. Mandatory Child Abuse Reporter Training for the State of Iowa.
2. Universal Precautions and/or Infectious Disease Control for the State of Iowa.
3. Infant, Child and Adult Cardiopulmonary Resuscitation (CPR).
4. Infant, Child and Adult First Aid.
5. A minimum of ten hours of training from one or more of the following areas:
  - Child development
  - Guidance and discipline
  - Developmentally appropriate practices
  - Nutrition
  - Health and safety
  - Communication skills
  - Professionalism
  - Business practices
  - Cross-cultural competence
6. At least four of the ten training hours must be received in a sponsored group setting off-site.
7. The remaining hours may be completed on-site.

The director will monitor the orientation process to ensure that all required areas are completed in a timely manner.

### **On-Going Training & Team Member Development Plan**

After the first year of employment, all team members must comply with DHS training requirements. Those requirements may include:

1. Maintain Mandatory Child Abuse Reporter Training for the State of Iowa.
2. Maintain Infant, Child and Adult CPR.
3. Maintain Infant, Child and Adult First Aid.
4. Maintain Universal Precautions and/or Infectious Disease Control for the State of Iowa.

5. Receive a minimum of ten training hours with at least two of the hours being in a sponsored group setting off-site.
6. Attend on-site team meetings that cover a variety of policies and procedures.

### **Mandatory Child Abuse Reporting**

Section 232.69 of the Iowa Code requires that every employee of a licensed day care or preschool facility, who, in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of Human Services.

Section 232.70 of the Iowa Code requires that each report made by a mandatory reporter, as defined in Section 232.69, shall be made both orally and in writing. The oral report must be made by telephone or otherwise to the Department of Human Services within 24 hours of becoming aware of suspected abuse. If the person making the report has reason to believe that immediate protection for the child is advisable, that person shall also make an oral report to an appropriate law enforcement agency. The written report must be made to the Department of Human Services within 48 hours after the oral report.

By law, the oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

1. The names and home address of the child and parents/guardian believed to be responsible for his/her care.
2. The child's present whereabouts if not the same as the parent/ guardian's home address.
3. The child's age.
4. The nature and extent of the child's injuries, including any evidence of previous injuries.
5. The name, age, and condition of other children in the same home.
6. Any other information which the person making the report believes might be helpful in establishing the cause of the injury, the identity of the people responsible for the injury, or in providing assistance to the child.
7. The name and address of the person making the report.

Legal sanctions for failure to report are as follows:

1. Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
2. Any mandatory reporter who knowingly fails to report is civilly liable for the damages proximately caused by such failure (Legal Reference 232.75).

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/ or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations (Legal Reference 232.73).

To report child abuse anytime, day or night, contact the toll free statewide child abuse number (800- 362-2178).

### **Non-Discrimination Policy**



In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)