

St. Luke-Simpson United Methodist Church
Child Care Center
Infant & Toddler
Supplement to Parent Policy Handbook



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Introduction

Dear Families,

Welcome to the Infant and Toddler classrooms at St. Luke-Simpson UMC Child Care Center. We are excited about working together and forming a relationship with you and your child. The infant and toddler years are very exciting with a lot of developmental changes and issues that are specific to this age.

Please refer to the Parent Policy Handbook for general policies of the center. This supplement addresses guidelines specific to the Infant and Toddler Classes. It is very important that you thoroughly read the Parent Policy Handbook and Infant and Toddler Supplement so you will be informed about the center's policies and can avoid surprises during the school year.

In the event that a problem should arise, the Director shall make a determination on any issues. If there are questions concerning any of our policies, please direct them to administrative staff.

Additionally, please know that St. Luke-Simpson UMC Child Care Center strives to accommodate the individual needs of each parent and child. However, parents must understand that we cannot always accommodate special requests that are personal preferences of parents. In the event that you have a personal preference that we are not able to accommodate, there are no refunds on fees should a termination be made by the parent. Please address all of these possible preferences prior to starting your child at the center.

Parent Involvement

Home-School Communication:

Cubby/shelf/bed drawer - Children will have a cubby/shelf assigned to them. Cubbies should be checked daily. Notes from your child's teacher, and other pertinent information are placed there. Bed drawers (for infants) are designed to hold your child's changes of clothes, extra diapers, wipes, and personal items for your child. Please do not leave bottles or baby food in these drawers. They must be put away by your child's teacher/aide.

Daily Verbal Communication - We encourage parents to talk with their child's teacher at drop-off and/or pick-up. It is important for the teacher to know information about your child, like how they slept last night, when they ate last, if they have any medicine, if they are teething, etc. The sharing of this information is important to best meet your child's needs.

Daily Activity Sheets - Daily activity sheets will be sent home. These sheets will communicate such information as: eating schedule, sleeping schedule, diapering activities, comments, as well as items needed. Please make sure you read this completely each day. If your child's teacher requests items, they must be returned the following day. There will be a fee for diapers/wipes that the center has to provide due to your not returning requested items the following day.

Parent Visits:

Parents are welcome at any time to come and visit the school. However, please remember some children, particularly toddlers, have difficulty with multiple separations. Please use discretion when visiting so that you do not upset your child or the other children in the class. Please note, children being picked up by 12:30 or after will not be allowed to return to school for the remainder of the day.

Parent Conferences:

Conferences may be held anytime throughout the year when there is a concern. These conferences may be requested by the parent or teacher.

Personal Space:

Parents of infants and toddlers sometimes spend more time in these classrooms and have a tendency to get involved with the other children in the classroom. We understand the well intentions of a parent wanting to pick up a child to cuddle or console him or her; but we must insist that you refrain from handling other children. This is a legitimate and respected concern. The center is responsible for the safety and well-being of the infants and toddlers while in our care.

Classroom Staffing

Each Infant and Toddler room is staffed with a teacher and an aide at appropriate times. Our teachers and aides have experience working with children as well as showing a strong desire to love and nurture your children.

Schedules

Parenting is one of the most difficult, intense, and rewarding experiences in your life. We want you to share your thoughts, hopes, and dreams for your child. You want what is best for your child and we know it is your job to advocate and protect your child.

Our teachers want what is best for your child as well. Each teacher has a responsibility to follow and maintain a schedule in the classroom. We will do our best to work with your child's schedule. It is important the teachers implement a schedule that best accommodates all of the children in the classroom.

The daily schedule for the children is a guide. It provides a framework for planning and organizing the daily routine and play activities for the children. The daily routines for the children may be a little different based on the age of your child. Infants follow their own biological needs. They will have their diapers changed as needed. However, please expect your child's teacher to have them on a schedule that accommodates them as well as their classmates.

We will make every effort to keep them as close to your current schedule as permits. Toddlers are changed before transitions in the day and as needed. Scheduling will occur fairly quickly in the toddler room. Toddlers will follow their classroom schedule more closely. The classroom schedules set by the teachers are for all students. We will not be able to adjust schedules for individual needs.

The following daily schedule is an outline of a typical day with the toddlers. This is a sample that includes the different components to the daily schedule.

Typical Daily Schedule Sample

7:00-9:00	Free play and diapering/toileting
9:00-9:15	Snack Time
9:15-9:45	Group Time
9:45-10:15	Outdoor Time
10:15-10:45	free play/art/diapering/toileting
10:45-10:55	Hand washing/Prep for lunch
10:55-11:25	Lunch
11:25-12:00	Prepare for nap (typically a calming movie is played)/diapering/toileting
12:00-2:30	Naptime
2:30-3:00	Transition from Nap/diapering/toileting/free play
3:00-3:15	Snack Time
3:15-3:45	Group Time
3:30-5:30	Art/outdoor play/free play/diapering/toileting

Meal Times

Toddlers:

There are two snack times and a lunch time every day. We follow state guidelines in order to provide your child with wholesome foods and introduce your child to a variety of food tastes and textures. Snack foods include a sweet and/or salty option and are served with juice. Lunch Menus are posted on the parent information bulletin board as well as at the lunch room. All toddlers will be served food from the preschool menu. No food will be allowed to be brought into the school for toddlers. Toddlers are also served whole milk with their lunch.

A child must have a note from a doctor, with specific allergies to a food in order for the parent to bring in special foods for their child.

Infants:

Parents must provide the center with enough premixed bottles of formula or breast milk to sustain your child for the day. Each child has a different amount and frequency of formula or breast milk they will need in a day. Please make certain that the center has plenty of bottles for your child. **Each bottle must be labeled with your child's name.** It is your responsibility to remove any remaining bottles from the refrigerator at the end of each day. No bottles or containers can be left at the center overnight.

St. Luke-Simpson UMC Childcare Center does not provide infants with formula or baby food. When your child begins eating baby food, you must provide us with an adequate amount of food each day for your child. If your child is eating cereal, it needs to be premixed. Your teacher will instruct you on proper placement of your child's food. **Please label each food item with your child's name.** If space allows in the classroom, you may bring in baby food (not formula) on Monday for the week. Please make sure you have tried new foods at home to insure your child will not have an allergic reaction. Once you have tried a food at home, you may then bring it into the center. The center will provide table food once the teacher and parent are certain the child is ready.

Sleeping needs

Toddlers:

Our toddlers will be provided with a cot and cot sheet for nap time. Parents are responsible for providing a small pillow with a **plastic zippered cover** as well as a pillow case. Parents must also provide a blanket for nap time. Pillows and blankets are sent home on Fridays. Please wash/dry and return your child's pillow and blanket on Monday. We keep extra blankets at the preschool only in the event that your child's blanket gets soiled during the day. If you forget your child's pillow/blanket, you must have it delivered to the preschool prior to your child's nap time.

Infants:

St. Luke-Simpson UMC Childcare center will provide your infant with a safe baby bed for his/her naptime. We will provide sheets for your child's bed. You may bring a sleep sack for your child. Each child will have his/her own bed. We do not share beds at our center. All sheets will be changed and laundered on Fridays. However, if a sheet is dirtied during the week, it will be changed and laundered as necessary.

Infants will be placed on their backs to sleep in a crib. State guidelines require that we follow this practice. We are aware that some children have preferences other than their backs for sleeping; however, we must abide by this guideline. Should your baby fall asleep while being rocked, in a swing, or while out walking in our stroller, he/she will be placed in their beds to continue their nap.

Diapering

Parents are responsible for providing disposable diapers either on a weekly or monthly basis. Make sure your child's name is clearly marked on the outside of the package. St. Luke-Simpson UMC Childcare center does not provide diapers for our children. Parents are also responsible for providing disposable wipes. You will receive a note home daily that will tell you about your child's day. That note will also let you know if your child needs diapers/wipes/change of clothes/etc. Please make sure that you check that note daily, and return requested items the following day. Due to sanitation purposes, cloth diapers are not allowed at the center.

Clothes

Toddlers:

Parents are required to provide two seasonal changes of clothes for their children. When you receive a bag with soiled clothes, you are responsible for bringing in another complete change the following day. Make sure your child's name is clearly written in permanent marker on the inside of all of his/her clothes.

Infants:

Parents are required to provide three seasonal changes of clothes for their children. When you receive a bag with soiled clothes, you are responsible for bringing in another complete change the following day. Make sure your child's name is clearly written in permanent marker on the inside of all of his/her clothes.

Pacifiers

Toddlers:

Our toddlers are encouraged to only take pacifiers at nap time. If your child keeps a pacifier in his mouth at other times of the day, please discourage this practice at home. There are many children in the classroom. If your child or another child drops his/her pacifier on the ground it can easily be picked up by the wrong child and placed in his/her mouth. This causes a problem with contamination. We appreciate your help with this matter. Please make sure we have a few extra pacifiers at the preschool for your child. Please make sure that your child's pacifier has his/her name clearly marked on it with a permanent marker.

Infants:

Please make sure that your child has a few pacifiers at the preschool at all times. Please make sure your child's name is clearly marked on the pacifier with a permanent marker. We will begin to encourage children in the infant room to only have a pacifier at nap times once they begin crawling and walking. If your child or another child drops his/her pacifier on the ground it can easily be picked up by the wrong child and placed in his/her mouth. This causes a problem with contamination. We will appreciate your help with this matter.

Infant and Toddler Developmental Issues

Separation Anxiety:

Separation can be a difficult process for both the children and parents. When babies are somewhere between 8 and 10 months of age they are often distressed when they are separated from their parents. This anxiety can last into the second year of life. Typical reactions associated with separation anxiety are crying, clinging, and trying to follow. New people and new routines can be scary for little ones.

Every child is unique and they all respond to separations differently. Parents should be aware that children take their cues from them. When a parent feels good and responds positively to dropping their child off, the child will sense this. The following is a list of things to do that can help the separation process go more smoothly for both you and your child. These helpful hints can be applied from the youngest of babies to the oldest of preschoolers.

- Talk to your child ahead of time as to what is going to happen, such as "Today is a school day!"
- Talk with your child's teacher daily and establish a friendly relationship. This helps when you may have to give your child to her at drop off and the more comfortable you are, the better your child will respond. You can help your child begin to settle by offering a toy or reading a book.

- Say your good-byes to the child and then leave. Make the departure definite. Some children get mixed signals from a parent who stays too long or leaves and then returns to check on a child. Do not sneak away from your child without saying good-bye. Give them the reassurance that you will be back later. Children become comfortable with routine and life becomes somewhat predictable for them. When a child sees their parent departing positively, and then discovers that every day they do come back, separations become easier and a trust between the parent and child makes him/her feel comfortable and good about being in school.
- If your child begins to cry while you are leaving, please don't turn around and come back. It is a natural reaction for many parents to immediately want to go back to comfort their child when they are distressed. However, coming back to ease a crying child will not make the separation any easier when a parent really has to leave; in fact, it may make it harder for the child the second time around. After you leave, feel free to stop at the office and have office staff check on your child's progress. You may also call us after a few minutes and we will be glad to check on your child for you. It is typical for children to regain their composure and get into their daily routine shortly after mom or dad leaves.

Sometimes children who have had easy drop-offs for the first week or two may suddenly start to become upset at their parents' departure. This is a typical reaction in a group care setting. Then usually, children become accustomed to the idea of coming to school every day or every week.

Biting Policy for Toddlers:

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. It often happens at predictable times for reasons tied to children's ages and stages. However, biting can be harmful to other children and to staff. When it happens, and sometimes continues, it can be scary, frustrating, and stressful for children, parents, and staff. This biting policy has been developed with these ideas in mind.

Every child is different. Some bite more than others; or some may not bite at all. There is always the possibility that any child, including your own, can be either a biter or be bitten. Group care presents challenges and opportunities that are unique from home. The children are surrounded by many others for hours at a time. Even though there are plenty of toys and materials available for all the children, two or three children may want that one particular toy. The children are learning how to live in a community setting. Sometimes that is not easy. Biting is not something to blame on the child, parents, or caregivers. It is important to understand that because a child bites, it does not mean that the child is "mean" or "bad" or that the parents of the child who bites are "bad" parents or they are not doing their job as parents to make this stop happening.

As a day care, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting

incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

There are many possible reasons as to why an infant or toddler may bite:

1. Teething.
2. Impulsiveness and lack of control. Babies sometimes bite just because there is something there to bite. It is not intentional to hurt, but rather exploring their world.
3. Making an impact. Sometimes children will bite to see what reactions happen.
4. Excitement and over stimulation. Simply being very excited, even happily so, can be a reason a child may bite. Very young children don't have the same control over their emotions and behaviors as some preschoolers do.
5. Frustration. Frustrations can be over a variety of reasons - wanting a toy someone else has, not having the skills needed to do something, or wanting a caregiver's attention. Infants and toddlers are simply lacking the language and social skills necessary to express all their needs, desires, and problems. Biting often is the quickest and easiest way of communicating.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Injury Occurring at School" form is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE!"
2. The child will be placed in time out for no longer than the child's age (two year old, two minutes). If it is a child under two, they will be redirected.
3. The parents are notified.
4. The "Parent Contact Form" is filled out documenting the incident.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

If a child bites twice in a 4 hour period, the child will be required to be picked up from daycare for the remainder of the day. This will not count towards the 2 day suspension.

Depending on the situation, the director and/or assistant director can overrule the policy if they find it necessary.

Tuition and Other Fees

<u>Weekly Tuition:</u>		<u>Due:</u>	
Infants:	\$160.00	Weekly:	Monday
Toddlers:	\$145.00	Weekly:	Monday

****Please note that tuition may change during the year. The center will give you 2 weeks' notice on rate changes. ****

Supply Fees:

Infants:	\$100.00	1 st day of school year
	\$ 45.00	1 st day of summer semester
Toddlers:	\$ 100.00	1 st day of school year
	\$ 30.00	1 st day of summer semester

These fees will be used to cover many things including, but not limited to the cost of replacement of infant and cot sheets, receiving blankets, burp cloths, additional supplies needed for sanitation of infant and toddler toys and rooms, etc. The center will also be supplying all colors, glue, etc. for the toddler classes.

Registration Fees:

Infants & Toddlers:	\$100.00 Fall/Spring Semester	Due at registration
	\$50.00 Summer Semester	Due at registration

*****All fees are non-refundable regardless of termination*****