



**HAWKEYE CHILD DEVELOPMENT CENTER**  
**1501 East Orange Rd**  
**PO Box 8015**  
**Waterloo, IA 50704**  
**319-296-4245**

**OPERATIONAL GUIDELINES**

We appreciate your interest in the Hawkeye Child Development Center. The following policies and procedures govern the operation of the Hawkeye Child Development Center.

**PURPOSE:**

The Hawkeye Child Development Center (HCDC) is a non-profit child care center and has been established for students and staff to leave their children in a safe, healthy and caring environment. Children enrolled in the Center will be receiving educational development experiences and quality programming. HCDC serves as an educational laboratory for HCC students in the Early Childhood Education program.

**NAEYC Accreditation (National Association for the Education of Young Children):**

Hawkeye Child Development Center has achieved accreditation by the National Association for the Education of Young Children (NAEYC). NAEYC was granted on April 30, 2009.

**Iowa QRS (Iowa's Quality Rating System):**

Hawkeye Child Development Center participates in Iowa QRS rating at a level 4.

**PHILOSOPHY:**

HCDC staff teaches developmentally appropriate practice in the classrooms to match the way children develop and learn. HCDC staff recognizes the uniqueness of each child by providing a developmentally appropriate, child-directed learning environment in which the child can construct his/her own knowledge through teacher guided, hands-on experimentation and exploration in the areas of social, emotional, physical, and cognitive development. Children will learn developmentally and culturally appropriate practices through daily opportunities and interactions with their environment. The Staff will provide a safe, nurturing, and supportive environment meeting the needs of the whole child and encourage children to experiment, explore and pursue their own interest. The staff will positively promote social-emotional, intellectual, cognitive and physical development. The children will experience positive interactions with children and staff through play, exploration, and learning times.

Hawkeye Child Development Center also recognizes and respects the importance of family and their involvement and encourages active participation in working together in their children's education and development.

**MISSION:**

Our Mission at HCDC is to focus on the whole child by providing quality education to children and families we serve, and provide a safe and nurturing environment that our students and families feel welcome and comfortable to learn and succeed.

### **CURRICULUM:**

Hawkeye Child Development Center educational approach is **The Creative Curriculum**. Teachers are influenced by the major theories behind developmentally appropriate practice and **The Creative Curriculum**. (Abraham Maslow: Basic Needs and Learning, Erik Erikson: The Emotions and Learning, Jean Piaget: Logical Thinking and Reasoning, Lev Vygotsky: Social Interaction and Learning, Howard Gardner: Multiple Intelligences, Sara Smilansky: The Role of Children's Play in Learning) **As stated in The Creative Curriculum -Inside the classrooms the HCDC teacher's goals and objectives:**

- Meet the basic needs of the children (physiological, safety, belongingness, esteem)
- Create an atmosphere in which children are safe, feel emotionally secure, and have a sense of belonging
- Know and develop a positive relationship with each child
- Follow a consistent schedule
- Carry through on announced plans and promises
- Set up an environment where children can find and return materials on their own
- Provide appropriate play materials that support and challenge children's abilities
- Help children express their feelings in constructive ways
- Provide appropriate real-world responsibilities and jobs
- Encourage children to see tasks through to completion
- Offer children opportunities to make choices
- Provide children with ample opportunities for creative expression
- Allow children freedom to explore the environment
- Permit children to get messy during play
- Encourage children to work independently
- Value children's ideas
- Promote problem solving and appropriate risk taking
- Varying the complexity and levels of prompts, choices, comments, and questions for individual children
- Observing and documenting what children do and say
- A place where learning takes place through positive relationships between and among children and adults-a community
- Provides opportunities for every child to pursue his or her special talents and demonstrate areas of strength
- Develop the children's strength and skills necessary to deal with adversity
- Help children to control their behavior, both physically and verbally in order to conform to a set of rules and compromise
- Use real or pretend objects to play out the role
- Provide a positive respectful interactions and environment

### **AGES:**

Children from 18 months to 5 years of age will be accepted.

### **DAYS AND HOURS:**

The Center will be open from 7:30 a.m. to 5:00 p.m. Monday through Friday. Children picked up after 5:00 p.m. will be charged a late fee of \$1.00 per minute. The Center will be open on regular attendance days of the College. Normal holidays and term breaks will be observed. If the College

closes or opens late due to the weather, then the Center will also close or open late. Please check the college's weather line 296-4444 for updates.

**FEE:**

A registration fee of \$20.00 per child or \$30.00 per family per semester is required. This fee is non-refundable and applies to all clients, and is intended to ensure serious enrollment applications, as well as to cover costs of paperwork and supplies involved and child portfolio folder fee for each child to have to take home at the end of the academic year filled with collections of photos, drawings, art work, curricular activities, projects and progress/assessments.

The fee per child will be as follows:

<u>Hours Per Day(18 months-23 months)</u>	<u>Charge Per Day</u>
Part Time (5 or Less Hours)	\$27.00
Full Time (Over 5 Hours)	\$33.00
Hourly (1-3 Hours)	\$ 7.00

<u>Hours Per Day(24 months-35 months)</u>	<u>Charges Per Day</u>
Part Time (5 or Less Hours)	\$24.00
Full Time (Over 5 Hours)	\$30.00
Hourly (1-3 Hours)	\$ 7.00

<u>Hours Per Day (36 months-5 years)</u>	<u>Charges Per Day</u>
Part Time (5 or Less Hours)	\$21.00
Full Time (Over 5 Hours)	\$27.00
Hourly (1-3 Hours)	\$ 7.00

**ENROLLMENT CONTRACT:**

1. All payments for a child *must be paid weekly* for the previous week on or before the last business day at end of each week. If full payment of balance due has not been made by the due date your child will be dismissed from the child care center until full payment is made.
2. All clients must follow their contracted hours and payment plan or be dismissed from the Center. All clients will be billed according to their attendance contract regardless if hours or days are less than contracted hours and days. If a child has frequent absences the Center reserves the right to discontinue services. If a client withdraws their child, the client is required to give a TWO WEEKS' NOTICE.
3. If the College is closed then no charge for scheduled day.
4. Parents who receive funding must turn in Decision of Notice and billing forms from the funded agency at orientation or by the first week of child care otherwise parents are responsible to pay weekly or be dropped from the Center.
5. Parents who are students need to turn in a printed copy of their class schedule.

6. Parents need to notify us by 9:00a.m. if your child will not be here for lunch. If you DO NOT notify us, a charge will be added to your account!
7. Whenever your child is going to be absent from the Center, it is required that the PARENTS PHONE the Center by 9:00 a.m. at 296-4245 for communication and planning of the day.

**CLASSROOM SIZE AND STAFF/CHILD RATIO:**

Sunshine Room: total # of children in classroom at one time-12  
Staff/child ratio-1/4

Starbright Room: total # of children in classroom at one time-16  
Staff/child ratio-1/8

**GENERAL POLICIES: (Families will have an orientation to the Center before enrolling their child/ren to the Center to go over policies/enrollment forms and schedules/activities. Families will be given a tour of the Center and will be introduced to their child's Lead Teacher)**

The following policies and procedures have been established for the well-being of your child and to comply with state standards for Child Care.

1. Each child must have a medical exam preceding attendance at day care and must provide the Center with a report of this examination. The child must have required immunizations documented by a doctor on the State Immunization Form before they may use the Center.
2. Parents need to sign Consent for Emergency Medical Care and a Consent and Release Statement for accident liability. In case of an accident, parents of the child will be contacted immediately. Staff will administer first aid such as cleansing and bandages. Accidents will be documented on Accident Reports. In more serious cases, a child may be taken to a local hospital or dentist for treatment and the parents will be notified as soon as possible. During emergencies, if a parent cannot be reached, the child's emergency contacts will be notified. Please keep the center up to date with all the phone numbers and the emergency contacts.
3. Children who are ill should not be brought to the Center. Children should be able to participate in daily activities and not compromise the health and safety of other children. If your child becomes sick while at the Center, parents will be notified, and the child will be taken to a quiet area to rest until the parent can pick them up. If your child is or has been ill, please consult with your health care provider on your child's health and health needs. Please inform us of your health care provider's recommendations so the staff may meet your child's needs.

If your child is running a fever (100 degrees or more), is vomiting, has diarrhea, or has an infectious disease, you are required to arrange alternate care for them until they are well. Children displaying these symptoms in the classroom will be sent home. Parents should pick up their child as soon as possible to reduce the risk of infection to other children. Please alert the staff if your child has been exposed to a communicable disease. If your child has been diagnosed with a contagious disease like chicken pox, scabies, impetigo, pink eye, or strep throat, please contact the Center so that a medical notice may be posted and other parents can watch for these symptoms. \*Please refer to our Illness Policies Handout.

4. Permission forms signed by the parents authorize the staff to transport and take their child on field trips/out of Center activities and to take pictures of their child at the center and during special events such as field trips/special activities.
5. If your child requires medications, they can be administered at the Center. All medicine must be in the original container. If it is a prescription, it must have the pharmacy label on it. Please ask the teacher for the form necessary for authorization when you bring the medicine. ONLY MEDICATION AUTHORIZED IN WRITING MAY BE GIVEN.
6. Hawkeye Child Development Center participates in the USDA Child and Adult Care Food Program. Under the Program all meals and snacks served must meet USDA nutritional guidelines-please refer to handout - Food Brought from Home policy. An application for Free and Reduced-Price day care meals form and the Food Program Enrollment form must be filled out during orientation.
7. Parents are asked to provide a complete, labeled, change of clothing in case of accidents and a blanket and pillow for afternoon naps. Nap time toys and security blankets may be brought. Parents are responsible for laundering these weekly. All belongings must be marked to prevent loss.
8. The Child Development Center will be adequately equipped with materials and toys. Please refrain from bringing these from home. However, we do encourage children to bring nature hunt or other items relating to topics discussed according to Center's themes, which can be shared with the whole group. The Center cannot assume responsibility for items brought from home.

Please refrain from bringing aggressive toys that promote aggressive behavior and pose risks to children and adults. All staff members will not allow any aggressive/harmful behavior in the Center or aggressive/harmful toys to be brought in to the Center.

9. Children are to be brought to the classroom and the staff on duty is to be informed of their arrival and a staff will greet you to ensure the safety of your child's arrival in the room along with addressing specific procedures need to be taken for the day, and inform staff who will be picking up at the end of the day. The staff on duty is to be informed before any child leaves to ensure the safety of your child and this gives the staff the opportunity to communicate with you and talk about your child's day .

Each child needs to be signed in and out (by the parent/legal guardian) daily by the adult which is located on the parent board in the hallway.

\*No child will be allowed to leave the center with an undesignated person who is not on the pick-up permission form. Picture identification will be required from any person picking up a child or the child will NOT be allowed to leave with unidentified ID person even if child recognizes that person. \*\*\*Unless Hawkeye Child Development Center has a court order stating the biological parent cannot pick up we are legally obligated to hand a child over to either biological parent. The other parent will be called immediately in this case.\*

10. Parents need to complete the Intake Sheet sharing information about their child to help the staff better understand their child and to meet his/her needs. Please be specific!
11. Parents need to complete Attendance Contract and Payment Authorization Form and follow their contracted hours and days. Parents need to notify staff in advance if child care is needed for earlier or later hours than scheduled or if needed more or less days than scheduled to ensure staffs are available to accommodate changes.
12. Child Care ID badges or student ID cards are a requirement for the safety and security of children, families, and employees. Each parent will have their picture taken and put onto a child care ID badge at registration/orientation of child care. Child care ID badges or student ID cards that are lost, stolen, or found unattended must be reported and/or replaced immediately. Any stolen or lost ID badges that needs replacement incurs a \$20.00 charge payable by the individual that requires the replacement ID badge. This charge will be added to your child care account/student account. Each family member who has a child care ID badge must turn in badges at end of each semester. If the ID badge is not turned in at end of each semester, and you need a replacement badge for the following semester a \$20.00 charge will be added to your account to cover the ID badge replacement fee.
13. Parents need to sign an Informed Consent form to state they have read all the Center's forms and policies and they understand and agree to obey Hawkeye Child Development Center's policies and forms.

**FORMS NEEDED TO COMPLETE CHILD'S FILE:**

Emergency Medical Consent-- Enrollment/Attendance Contract--Printed Copy of Class Schedule-- Enrollment Schedule--Funding/Payment-Intake Sheet--Immunization Record--Medical Physical-Health Status Form--Informed Consent Form--CACFP Reduced Meal Form--CACFP Meal Enrollment Form--Allergy/Food Statement(if applicable)--Authorization Forms(sunscreen, insect repellent, travel, and photo)--CCAMPIS Forms(if applicable)

**EMERGENCIES:**

Please refer to the Emergency Guidelines packet for emergency policies, procedures and plans.

**FACILITY MAINTENANCE:**

Daily inspection of the building and equipment will be done by the Director. Maintenance repairs and construction is monitored by the Director and a work order will be submitted to Hawkeye Community College maintenance department. The maintenance coordinator will assess the repairs/construction to decide if maintenance employees will be able to repair or if outside contractors will need to be involved.

**TRANSPORTATION:**

Field trips are the only transportations the Center will provide. Please see below for field trip policy.

With parent's approval and making arrangements, the Center will allow other agencies to pick up or drop off a child at the Center. The transportation vehicle has to be able to park in the parking lot up to the sidewalk in front of the Center to be able to allow transportation and this is to ensure the safety of the child and staff.

If the child has disabilities that would affect transportation, the parent needs to make arrangements for accurate transportation as needed for the child and address specific procedures needed to be taken with Center staff and the driver of the agency doing the transporting.

**FIELD TRIP/OUT OF CENTER ACTIVITIES POLICY:**

Field trips and other activities are an important part of our curriculum. One way to help children build observation skills and increase their knowledge of the outdoors is to take walks and field trips to places where they can observe nature and the world around them.

Parents will be notified (in writing with a permission form and also verbally) before each activity/field trip. Certified drivers will transport the children and teachers in Hawkeye Community College vans to and from location. Parents are welcome to participate at any time.

**PURPOSE/PROCEDURES:**

To make sure all staff/volunteers are aware of all that is needed to prepare and the steps needed to be taken to go on a field trip and continue throughout the field trip or an activity out of the Center.

- Permission slips with information about each field trip/activity will be given to each parent to sign their consent prior to each field trip/activity
- Lead teacher/Director will keep a list of the children and adults attending event
- Lead Teacher/Director will be certified in CPR/First Aid
- First Aid Kit and Emergency contact numbers will go along on the field trip
- Director/Lead teacher will have a cell phone and Emergency contact numbers folder to contact parents/authorities in case of an emergency
- Each driver will have their chauffeur license and will bring along their license when driving
- Documentation of as least monthly vehicle maintenance is available at the College maintenance department
- Lead Teacher/Director carry out daily pre-trip inspections of vehicles and correct any unsafe conditions, including unsatisfactory air pressure in tires-also see Regulations and Rules on Vehicle Request/Checkout and Trip Ticket
- Lead Teacher/HCC maintenance worker/Director will be the only staff allowed to drive vans
- Each van will have at least two staff/volunteers to help in van when transporting-Driver and at least one other to help as needed and to supervise and will always meet staff/child ratio in van and on field trips/activities (18 months-2 years-1/4 ratio and 3-5 years-1/8 ratio)
- The driver shall not play the radio loudly or use ear phones to listen to music or other distracting sounds while children are in the vans operated by the facility
- Cell phones are NOT to be used only when the van is stopped and in emergency situations only
- Parents will provide their child's car seat and will properly install them into the vans and will sign a form of proof that they installed their child's car seat in the van and Lead Teachers/Director will place children in their car seat to make sure seat belt is secured
- Seat belts always stay fastened until van is turned off and child need to stay in their seat until a staff is out to help the children off the van and then lined up at a safe area with another staff

- Each staff will have a list of children in their group and will frequently take count of children
- All staff will regularly count children on a scheduled basis, at every transition time, and whenever leaving one area and arriving at another, to confirm the safe whereabouts of every child at all time.
- There will be a staff at the beginning line and at the ending line of the children to make sure they all stay in the group
- Van driver will take head count on van before leaving to and from the location
- Alternate transportation arrangements will be made if there is a problem with the transportation vehicles during the trip-HCC Maintenance Dept. to make alternate arrangements

**\*\*\*Hawkeye Community College vehicles are insured in accordance with applicable federal and State of Iowa laws. Certification of licensing and insurance is located on-site at Hawkeye Community College Maintenance Department\*\*\***

### CHILD ILLNESS POLICY:

#### PURPOSE AND PHILOSOPHY:

To protect the health of children and staff at the Hawkeye Child Development Center

#### GENERAL POLICIES:

Children will be checked daily for health status. Signs of illness will constitute a formal evaluation by center staff and the director. Sick children are not to be brought to the center and shall not be allowed to remain at the center. Certain illnesses (see the following list) will necessitate the temporary removal of a child from the center.

#### PROCEDURE:

##### A. Child illness

1. Teachers will observe each child's physical condition for symptoms of illness as he/she arrives at the center and periodically throughout the day.
2. If the child exhibits any of the symptoms of illness in the exclusionary policy section listed below, he/she will not be allowed to attend the center. If the child develops these symptoms during the day the child will be removed from the classroom and lay down in the office or somewhere supervised in the classroom away from the children and the parent will be contacted to pick up child.
  - a. Elevated temperature
    - If a child has a temperature of 100.0 F orally or 99.0 F axillary, the parent will be notified. If there are no other signs of illness, the parent may choose whether or not to remove the child.
    - If a child has a temperature of 100.0 F orally or 99.0 F axillary and he/she asked to take the child home: Diarrhea, vomiting, rash, sore throat, swollen glands, red and runny eyes, coughing, or sneezing.
    - If the child's temperature is 101.0 F or above orally or 100.0 F or above axillary, the child must be removed from the center.
  - b. Vomiting
    - If a child vomits twice in 24 hours (with no other symptoms) or once in 24 hours when accompanied by any other symptoms, the parents will be notified.
  - c. Diarrhea

- If the child has one loose or bloody bowel, the parents will be notified. If the child has diarrhea twice in one hour or three times in two hours, the parents will be asked to come and get the child.
  - If the child has one diarrhea with any other symptoms, the parents will be asked to come and get the child.
- d. Sore throat and swollen glands (signs of strep)
  - e. Abdominal pain for more than two hours or intermittent pain associated with fever or other symptoms.
  - f. Red eyes with thick yellow drainage (signs of conjunctivitis).
  - g. Undiagnosed skin eruptions or open sores.
3. Children must be able to participate comfortably in all center activities. If a child requires greater care than the staff determines they can provide without compromising their ability to care for other children, the child must be removed from the center.

#### B. Contagious disease notification

1. Parents will be notified of their child's exposure to a contagious disease through written notices that will be sent home and posted in the classroom/hallway and/or verbal notices.
2. Notification will include information about date of exposure and disease.
3. Parents should notify the center if their child contracts a contagious disease.
4. The Center Director will notify Department of Health and Health Consultants at Child Care Resource and Referral of NE IA regarding reporting any communicable diseases. All communicable diseases will be reported to Health Department of Black Hawk County: (31)291-2413 and to Child Care Resource and Referral of NE IA health consultants: (319)233-0804

#### C. Return Policy

1. Return policies for specific illnesses are attached.
2. If a child is on antibiotics, the child must have been on this medication for at least 24 hours before returning to the center.
3. When a child is removed from the center, the parent will be informed of the return policy based on the child's illness.
4. Any child who attends the Center must be well enough to participate in all program activities, both inside and outside.

#### D. Exclusionary policy

1. The following exclusionary policies will be enforced: (Please note: this is not a complete list. Illnesses not on this list will be dealt with on an individual basis)
  - Chicken Pox and Shingles-Child must not attend center. All parents will be notified of outbreak. Child may return one week from onset or when sores are dried and crusted
  - Conjunctivitis-If the child has thick yellow drainage from the eyes, the child may not attend the center. Child may return 24 hours after beginning treatment for bacterial conjunctivitis.
  - Diarrhea-Child must not attend center if diarrhea cannot be contained in a toilet (all children in diapers will be excluded) or if diarrhea has occurred twice in one hour or three times in two hours. Diarrhea medication will not be administered at the center. Child may return 24 hours after last occurrence of diarrhea or when diagnosed as non-contagious by a physician.

- Fever-Child must not attend the center if fever is 101.0 F or above orally or 100.0 F axillary. A child must not attend center if fever is 100.0 F orally or 99.0 F axillary and has other symptoms. Child may return when he/she has been fever-free for 24 hours without the use of fever-reducing medication.
- Head Lice-Child will be referred for treatment at end of the day. Child may return 24 hours after beginning treatment.
- Hepatitis A-Child must not attend center. All parents will be notified of outbreak. Child may return seven days after onset of illness or as directed by the health dept.
- Herpes-Child with open sores that cannot be covered must not attend center. Child may return when sores are dried and crusted.
- Impetigo-Child must not attend center. Child may return 24 hours after beginning treatment and/or all lesions are crusted.
- Strep-Child may not attend center. Child may return 24 hours after beginning antibiotic treatment and no fever.
- Measles/Rubella-Child must not attend center. All parents will be notified of outbreak. Child may return six days after the onset of the rash.
- Meningitis-Child must not attend center. Physician must confirm type. Center must notify all parents. Child may return after disease prevention measures have been completed. Must have a written release from a physician.
- Mumps-Child must not attend center. All parents must be notified of outbreak. Child may return five days after onset of swelling.
- Pertussis/Whooping Cough (All children attending the center must provide evidence of immunization against)-Child must not attend center. All parents must be notified by staff. Child may return five days after starting medication. Must have a written release from a physician.
- Pertussis Rash-Staff will notify parent if rash is observed. If rash spreads or is accompanied by another symptom, the child must leave the center. Child may return with a written physician's note stating rash has been diagnosed as non-contagious.
- Respiratory infection/Severe(uncontrolled cough, difficult breathing or wheezing)-Child must not attend center. Child may return with written note from a physician.
- Respiratory infection/Unspecified (common cold with not fever)-A child without fever who has mild to moderate symptoms may attend the center.
- Stomachache-Child may not attend center if pain is severe or lasts more than two hours or is intermittent and child has other symptoms. Child may return when pain resolves.
- Vomiting-Child may not attend center if vomiting has occurred twice in 24 hours ( with not other symptoms) or once in 24 hours when accompanied by fever or lethargy. Child may return 24 hours after last occurrence of vomiting or when diagnosed as non-contagious by a physician.

**MEDICATION: (All medication are kept in a locked container!)**

- All medication must be in the original prescription container. All prescription medication must be labeled with specific directions, the child's name, date and physician's name. Medication prescribed for a sibling will not be administered.  
\*\*\*If written instructions from child's physician are not included, then the Director will contact child's physician to confirm instructions of administering medication.

- Parents (not a staff member) must complete a signed medication permission form before medication will be administered. The child's name, the name of the medication, the dates to be administered, the dosage and the time it is to be given must be noted. The time must be specific. We will not administer medication "as needed". The form must be signed and dated by the parent each time they bring the medication in.
- Only Lead Teachers and/or Director will administer children's medication. Hands need to be washed before touching medication and giving the medication to the child. Hands must be washed again after administering medication.
- The Lead Teacher/Director will complete the medication authorization form, noting the time the medication was administered so that if we are late giving medication, you can adjust your schedule for administering the next dosage accordingly.
- Non-prescription medication must be labeled with the child's name and the date medication was brought to the Center. Non-prescription medication must be administered according to label directions, unless other instructions are approved in writing by the child's physician. (Families can request that the pharmacy divide the medication into a home bottle and a child care bottle.) \*\*\*If written instructions from child's physician are not included, then the Director will contact child's physician to confirm instructions of administering medication.

### **Emergency Medical Procedures**

In the case of emergencies (illness or accident) involving a child, the Lead Teacher will contact the Director. The Director will then contact the parents, or designated emergency contact person. If parents or designated person cannot be reached within 10 minutes and the emergency appears serious, the Director will determine whether the child should be taken to the Emergency Room of a hospital. Transport will be made by ambulance. Emergency treatment may be provided in accordance to the wishes of the parents as expressed in the Authorization or Emergency Medical Treatment found in the child's folder (Emergency Folder). If parents or designated person cannot be located, the Lead Teacher, or person familiar to the child, will accompany the child for emergency treatment. All Lead Teachers are certified in American Heart Association CPR and First Aid Training.

### **Insurance**

Parents are responsible for health and accident insurance that would cover any sickness or accident the child might incur while attending Hawkeye Child Development Center.

### **Smoke Free**

Smoking, use of chewing tobacco, use of alcohol, use or possession of illegal drugs, over-use or inappropriate use of prescribed drugs, or unauthorized potentially toxic substances are prohibited in, on and close vicinity of the Center's property. During all times when Staff are responsible for the supervision of children, including times when children are transported and during field trips, smoking is prohibited. At all times smoking is not allowed for anyone (staff, parents, volunteers, and family members/guardians/students) on Hawkeye Child Development Center premises. The Program will help provide information to Staff and parents about available drug, alcohol, and tobacco counseling and rehabilitation and Staff and parents assistance programs.

**Nap/Rest Time:**

Each child needs to bring a blanket and pillow for afternoon naps. Nap time toys and security blankets may be brought. Parents are responsible for laundering these weekly. All belongings must be marked to prevent loss.

All children will have a scheduled rest/nap time during the day. The children are encouraged to nap/rest during times allotted in the daily schedule (please refer to daily classroom schedule for times in each classroom). During nap/rest time, a child tried to rest/nap and indicates he/she is not tired then he/she will be allowed to look at books then do a quiet activity away from the children who are resting until rest/nap time is over.

**NUTRITION:**

Hawkeye Child Development Center participates in the USDA Child and Adult Care Food Program. Under the Program all meals and snacks served must meet USDA nutritional guidelines. Please refer to classroom daily schedules for times of meals served.

**Oral Health Policy and Procedures:**

All children at the Center will have oral hygiene as a part of their daily activity. Those two years (we include our 18 months also) and older shall have developmentally appropriate oral health education that includes information on how and why we need to take care of our teeth.

Hawkeye Child Development Center Staff encourages first dental visit whenever there is a question of an oral health problem, but no later than 3 years of age.

Oral Health/Brushing teeth is part of our daily schedule. Brushing teeth procedures includes:

- Staff wiping and sanitizing tables before and after brushing teeth.
- Children have their own labeled toothbrush and own storage compartment that does not touch any other tooth brush
- The children are given a glass with a small amount of water in it to dip their tooth brush in when brushing.
- The Staff have a big mouth with teeth and a big toothbrush to demonstrate proper brushing and while the children are brushing their teeth they are listening to songs about importance of taking care of their teeth.
- When finished the children hand their toothbrush to a Staff. The Staff will rinse each tooth brush under running water before storing.
- The cup of water will get dumped out and thrown in garbage.
- At the end of the week, the tooth brushes will be placed in the dishwasher to sanitize for the next week
- Toothbrushes will be replaced if another child touches, gets dropped on floor, or worn.
- Tables are washed and sanitized when finished.

**Weather (refer to the Child Care Weather Watch Chart posted in each classroom)**

Watching the weather is just part of our job as a child care provider. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the staff attend to the health and safety of children in their care.

What clothing, beverages, and sun screen are appropriate:

- Dress children to maintain a comfortable body temperature (warmer months- lightweight cotton, colder months-wear layers of clothing) Make sure children wear clothing that is dry and layered for warmth in cold weather.
- Drinking beverages helps the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high sugar content beverages.
- Sunscreen may be used year around. Use a sunscreen labeled as SPF 15 or higher that is applied to exposed skin( only with written parental permission to do so-should be a permission form in each child's file in office) Apply sunscreen generously and frequently. Read the label of the sunscreen product. You can use sunscreen to block harmful rays from the sun. Use sunscreen with UVB and UVA ray protection.
- Have children play in shaded areas or create shade in the play area.

Exposure to sun is needed, but children must be protected from excessive exposure. The playground provides sunlit areas and shaded areas. Individuals who suffered severe childhood burns are at increased risk for skin cancer. It can take less than 10 minutes for a child's skin to burn. Practicing sun-safe behavior during childhood is the first step in reducing the chances of getting skin cancer later in life.

- Staff shall check children's extremities for maintenance of normal color and warmth at least every 15 minutes when children are outdoors in cold and hot weather
- If signs of injury due to weather parents need to be called immediately and emergency arrangements will be made.

### **Insect-Borne Disease**

When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET are used, and these are applied only on children older than two months. Staff apply insect repellent no more than once a day and only with written parental permission. (permission form is located in each child's file in the office)

If a child has a severe insect allergy where an EPI is needed to keep on hand at the center, the parent needs to sign an authorization medication form to stay with the EPI pen and will be locked in the classroom medication box.

### **TEACHERS:**

A proper ratio of adults to children will be maintained to give maximum attention and supervision. Qualified staff and assistants will be responsible for the children enrolled. Staff will meet Department of Human Services (DHS) standards, trainings and certifications.

Each staff completes:

- DHS Record Check
- Universal Precaution Training
- CPR
- First Aid
- Mandatory Reporter of Child Abuse Training
- Medical Examination
- TB Testing

Lead Teachers and their Assistants meet DHS training regulations and are educated in Early Childhood Development topics monthly/yearly. All staff has monthly meetings for update, communications and training and the Lead Teachers meet at least once a week to go over classroom observations and always have ongoing communication and work together as a team.

**STUDENTS/AIDES/VOLUNTEERS: (All participants will have an orientation and a tour of the Center and introduction to staff, children, and families, and review the Center's policies, emergency procedures, and daily schedule.)**

Hawkeye students majoring in the Child Development Program participates in field experiences and works closely with the children in the center through carefully planned observations and teaching activities.

All students, aide, and volunteer participants are closely supervised by the teacher and never left alone with the children and each student completes a DHS Record Check for approval of participating in a child care center, completes a volunteer statement form, completes a medical form stating they are free of communicable diseases, completes the Center's dress code and completes a confidentiality form.

All volunteers/aide/student participants sign a confidentiality form. Observation of children is done in connection with course work. Each student, volunteer and aide participants understand all observations and any information about a child/family are considered confidential. Students at the Center are not provided with personal information about the children/family.

**PARENT INVOLVEMENT:**

Hawkeye Child Development Center has an "open door" policy. Parents are welcome to visit the Center at any time. We strive to build strong positive family relationships and connections, and build respect and trust with each family. Our door is always open during Center's hours to encourage involvement such as:

- Free play
- Parent/child activities
- Field trips
- Special events
- Volunteer
- Parent/teacher conferences
- Community Helpers-bring their job to our Center
- Celebrations
- Join your child for lunch
- Meetings
- Center evaluation/projects/planning -staff, services, changes/implementations, curriculum, communication, etc.
- Fundraising

HCDC recognizes the importance of family and the development of each child and welcomes the involvement of parents and family members in the program.

### **COMMUNICATION:**

Teachers have ongoing communication with families to encourage sharing about their child's day and prioritize to communicate with them daily. Teachers work closely with families to ensure their child has a smooth transition from home to child care. Teachers make sure assessments, activities, and lesson plans are sensitive to family values, cultures and their home language.

#### **Ongoing Communication with Families:**

- Daily schedule and activities are posted by door to each classroom
- Dry/Erase board by each classroom door to post special highlights of the day and other necessary communications
- Monthly newsletters are sent home
- Update and information notes are sent home as necessary
- Daily verbal communication
- Parent/Teacher conferences are scheduled for Fall and Spring semesters and also by parents request
- Daily Report forms sent home daily in the Sunshine room
- Weekly letter sent home in the Starbright room
- Teachers communicating with each other about information given per child to meet his/her daily needs and family needs
- Note sheet in each classroom for each teacher to leave notes for teachers switching shifts to have consistent care and communication with children, teachers, and families
- Semester evaluation on services at the Center

Newsletters will be sent home monthly. It is important for parents to read the newsletters as they will serve as an overview of the weekly themes based on developmentally appropriate practices and individual learning styles and needs.

Please feel free to communicate with us with any kind of concern pertaining to your child at the child care center. We want to make sure you feel good without a doubt having your child here at Hawkeye Child Development Center!

In case you can not get a hold of anyone at the center and you need to reach us please feel free to put my (Penny) cell phone # in your phone and call me. I will have my cell phone with me for this reason because we are at the center but sometimes cannot get to the phone due to being with the children. My cell phone number is 319-231-3875.

Bills, notes and other important communications will be on child's hook or posted on door to room and/or main door to Center.

### **ASSESSMENT OF CHILD PROGRESS( Identifying children's needs and interest):**

Assessment is the process of gathering information about children in order to make decisions to support learning identify special needs, program evaluation and monitoring, and for accountability. Through assessment teachers obtain useful information about children's knowledge, skills, and progress by observing, documenting, analyzing, and reviewing children's work over time. This is a way to ensure the staff is meeting the needs of every child. Another important use of the assessments collected is to plan for the group of children for lesson plans and activities.

As part of our program, we provide assessment of your child's development on an ongoing basis through:

- Observations
- Individual documentations
- Child's Portfolio-collection of child's work and documentation of benchmarks taken from Iowa Early Learning Standards
- Creative Curriculum assessments(Developmental Continuum)-consisting of:
  - Individual goals
  - Developmental goals
  - Family goals

If a staff has a concern in your child's development through their assessments and observations, they will meet with you to discuss this concern and with agreement will complete a referral form to AEA 267 Agency, Early Access or Child Care Resource Referral or other resources pertaining to the concern. The specialist will come to center to observe and evaluate your child. After assessment is completed, the specialist will contact you, and if there is a concern, he/she will set up a meeting with the family and staff to go over assessment and set up a plans and goals to work towards child's progress.

Parent/teacher conferences are scheduled twice a year to go over assessments:

- Fall
- Spring

You can arrange a time to look at your child's file and portfolio and discuss your child's progress at any time.

#### **ASSESSMENT PLAN:**

The Lead Teachers and Director have been trained to use Creative Curriculum Assessments by Child Care Resource and Referral staff members. This training explained how to use the assessments and to interpret the results of each child progress and develop a plan to reach help each child reach his/her goals with help from staff members and family members. This will be discussed in family meetings and parent/teacher conferences.

The Creative Curriculum Developmental Continuum is the tool to help teachers identify where a child is in relation to each of the curriculums objectives/goals and individualized learning. The Developmental Continuum supports the next step in the child's development. Teachers will make assessments of the child's skills in all areas of development:

- Social/Emotional Development
- Gross Motor and Fine Motor Development
- Cognitive Development
- Language Development

The summaries of the developmental areas will give teachers a good idea of the child's overall development. Teachers will have a clear picture of what the child has accomplished and where his/her skills are just emerging. This knowledge will help the teachers to think about the activities and instructional supports to further the child's growth and development. Another important use of this information the teachers have collected in the assessment process is to plan for the group. Teachers can think about when and where to teach these skills (large or small group settings). The

assessments and teaching tools lets the teachers learn about each child so they can plan for individual children and the group.

Teaching staff meet at least weekly to interpret and use assessment results to align curriculum, lesson plans, and teaching practices to the interests and needs of the children. The teachers meet during nap times away from the classroom in the office.

#### **INDIVIDUALIZED LEARNING AND ADAPTING TEACHING PRACTICES:**

As teachers develop strategies and activities, they will be able to judge how children respond and which strategies seem to work best in which situation. Observing children in the classroom will give teachers insight about their level of understanding, development, skills and development, and their interests. These strategies help staff recognize the uniqueness of each child by providing a developmentally appropriate environment to match the ways each individual child learns and strives. Observations and interactions will help staff promote individualized learning and also create centers/activities to challenge their thinking to enhance their learning.

#### **DEVELOPMENTAL SCREENING:**

Arrangements for developmental screening once approved and agreed on with the family will be processed in this order with AEA 267 Agency:

- Individual Observations
- Individual Interactions
- Lead Teacher's documentations and assessments
- Communication with Family
- AEA 267 referral form completed with agreement/consent from Family
- Referral Form given to AEA 267 contact person
- Parent Meeting with AEA 267 coordinator to sign forms
- Child is assigned to an AEA 267 specialist
- AEA 267 specialist observes and evaluates child using their data collection form to confirm a concern/need
- Team meeting with Lead teacher, family and AEA specialists to go over evaluation/assessments to develop an IFSP or IEP for the child and make goals and implementations
- Monthly team meeting with Director and Lead teacher and AEA specialist to discuss child's progress, any updates, and consistent communication
- Arrangements of developmental screenings for :
  - Vision (Center sets up yearly with AEA 267 and Lions Club to take snap shots of child's eyes/pupils and sends in for results on each child. Families will receive the results)
  - Hearing (Center sets up yearly with AEA 267 Agency)
  - Language (Center sets up as needed after observations)
  - Other Developmental areas as needed (Center sets up with AEA 267 as needed after assessments and observations)

#### **PROGRAM AND CURRICULUM ADAPTATION/ IMPROVEMENT/EVALUATION:**

Teachers use multiple sources of information to make adjustments and implementations to their curriculum and classroom environment to match the way children develop and learn. HCDC staff recognizes the uniqueness of each child and addresses individual needs by providing a developmentally appropriate, child-directed learning environment in which the child can construct

his/her own knowledge through teacher guided, hands-on experimentation and exploration in the areas of social, emotional, physical, and cognitive development.

- Reports
- Observations
- Screening
- Evaluations
- Culture
- Experiences
- Skills
- Children's needs and Interest
- Abilities
- Family Values
- Learning Environment
- Assessments
- Daily Routine
- Interactions
- Children's Work

**CONFIDENTIALITY:**

Your child's file, assessments, and any other information are confidential and filed in a locked cabinet. The children's and family's privacy and feeling comfortable here at Hawkeye Child Development Center are important to the staff. Director and Lead Teachers are the only staff allowed to look in children's files unless given permission from parents/families. Requests for release of information to other agencies will be honored only if made in writing and with the permission form the parent.

**POSITIVE GUIDANCE AND REINFORCEMENT POLICY:**

The Hawkeye Child Development Center pledges to provide a caring, nurturing environment where every child feels secure and confident. The Center will provide interesting and challenging learning activities to help each child become more emotionally and physically mature in facing and solving the challenges of his/her daily living.

Our Staff is willing to work with each family to provide every child with a positive classroom experience. Our program will provide experiences for children's mental, social, physical, and emotional development and will strive to promote the following goals:

- 1) Develop a sense of responsibility as an individual and member of a group.
- 2) Recognize the rights of other, wait for turns, listen when others are speaking, share equipment and the teacher's time.
- 3) Enjoy music and literature.
- 4) Speak with spontaneity and confidence.
- 5) Improve fine and gross motor skills.
- 6) Explore the world through field trips, walks, observance of holidays and seasonal changes.
- 7) Achieve familiarity with appropriate preschool concepts and skills.

The Hawkeye Child Development Center children are expected to follow a few simple classroom rules:

- Keep hands and feet to self.
- Respect others.
- Use walking feet and inside voices in classroom.
- Listen when others are speaking and taking turns.
- Clean up after yourself.

Hawkeye Child Development Center follows the Policy that is required by the Iowa Department of Human Services. Our Positive Guidance and Reinforcement Policy is as follows:

- 1) No verbal abuse or threats-instead will use a calm, kind, but firm voice when disciplining.
- 2) No corporal/physical punishment will be used.
- 3) Set limits or behavior expectations which are developmentally appropriate.
- 4) Be consistent.
- 5) Act with confidence, fairness, and patience in disciplining.
- 6) Praise and encourage good behavior.
- 7) State suggestions or directions in a positive form.
- 8) Consequences for misbehavior will be immediate and of short duration, and be related to the act.
- 9) Choices will be given to redirect negative behaviors.
- 10) Punishment which is humiliating or frightening shall not be used.

Staff at the Hawkeye Child Development Center use positive reinforcement to guide appropriate behavior. Occasionally, a child will decide not to follow rules. He/She will be given a choice to change their behavior or he/she may need some thinking time away from the group to decide what needs to be changed and why and when the child is ready to come back to group/activity then he/she may when he/she is ready.

If a child hits, bites, or hurts other children or staff, the parent will be asked to meet with the teachers for a conference and provide outside resources for assistance if necessary and agreed on. If further efforts fail, the child may not be ready for a large-group experience and will be assisted in other arrangements.

Our goal of our Positive Guidance and Reinforcement Policy is helping each child to gain self-control through learning appropriate behaviors. This Policy is intended to provide a happy, safe, and caring environment for all children at the Hawkeye Child Development Center.

**PET POLICY AND PROCEDURES:** (The only pets at the Center is a beta fish in each classroom)

If the Center decides to have a pet in the Center, each family and staff will be contacted to make sure their child/ren do not have any allergies pertaining to the pet and will receive information about the pet before getting one for Center.

- Any pet or animal present at the facility, indoors or outdoors, shall be in good health, show no evidence of carrying any disease, be fully immunized, and be maintained on a flea, tick and worm control program.

- A current (time-specified) certificate from a veterinarian shall be on file in the facility, stating that the specific pet meets these conditions
- All contact between animals and children shall be supervised by a staff who is close enough to remove the child immediately if the animal show signs of distress or the child shows signs of treating the animal inappropriately.
- The staff instruct children on safe procedures to follow when in close proximity to these animals (for example, not to provoke or startle animals or touch them when they are near their food)
- Potentially aggressive animals shall not be in the same physical space with the children
- Staff will check with parents to make sure their child does not have a pet allergy
- The Center shall care for all pets as recommended by the health department and receive information on a pet before getting one for the Center and check with families on pet allergies
- Staff and children need to wash their hands after handling animals, animal food, or animal wastes, as specified in hand washing

Reptiles will not be allowed as a classroom pet because of the risk for salmonella infection.

#### **REPORTING CHILD ABUSE:**

The Hawkeye Child Development Center complies with Section 232.69 of the Iowa Code, which states:

"It is mandatory for the owner or director in charge of a Child Care Center to report immediately to the Department of Social Services, when in the course of working with a child the director or an employee has reason to believe that the child has suffered sexual abuse, physical abuse or neglect. This report should be both oral and written."

#### **STATEMENT OF INCLUSION:**

- Hawkeye Child Development Center is committed to maintaining an educational and work environment in which parents, children and staff can work together in an environment free of discrimination, harassment, exploitation, or intimidation.
- Hawkeye Child Development Center is committed not to discriminate against persons with disabilities with an equal opportunity to participate in the Center's programs and services.
- The Center will not exclude children with disabilities from the program unless the presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program.
- The Center will make reasonable modifications to the policies and practices to integrate children, parents, and guardians with disabilities into the program unless doing so would constitute a fundamental alteration.
- Hawkeye Child Development Center wants to work together with families to meet the needs of their children.
- Inclusionary special education services are integrated within all of our classrooms and serve identified students who need an individualized education program.
- When a child is enrolled with special needs, the staff is oriented in understanding that child's special needs and ways of working with the child in the group setting along with working with the family and specialists to provide aids and services needed for effective

communication with children with disabilities, when doing so would not constitute an undue burden to the Center.

If your language is not English and you need this information in other language please inform us about your language preference and we will try to meet your needs in your language.

**HCDC EVALUATION OF SERVICES:**

Evaluations are given to families to offer you opportunities to assist in making decisions to improve the program and services. This collaborative and shared decision making will help the staff members to build a positive family/child relationship in making changes/accommodations/implementations as needed and necessary. The staff will use this information to plan professional development and program quality-improvement activities as well as to improve operations and policies.

**AFFIRMATIVE ACTION/GRIEVANCE PLAN:**

This agency complies with all federal and state requirements and consistent with the objective that no person shall be discriminated against on the basis of race, color, national origin, religion, sex, age, or disability.

A grievance is a complaint by a parent or student where a policy or practice is considered improper or unfair, which results in an unsatisfactory learning environment and/or there has been deviation from, or the misinterpretation or misapplication of a practice or policy.

Hawkeye Child Development Center is committed to maintaining an educational and work environment in which parents, children and staff can work together in an atmosphere free of discrimination, harassment, exploitation, or intimidation.

This grievance procedure should be used only when regular communication channels and approaches have failed. Complaint should be addressed to Denise Bouska at the Business Office or LaTonya Price at the Human Resource Office in the Hawkeye Center of Hawkeye Community College, 1501 E. Orange Road, PO Box 8015, Waterloo, IA 50704. The telephone number is 319-296-2320.

**Civil Rights Act and Non-discrimination Statement:**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX, Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act.