

# East 10th Children & Youth Center, Inc.



## Family Handbook

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***\*The LAST page of this document is a sign-off stating you have received and agree to the information enclosed\****

***\*\*Please sign and return with your child's paperwork.\*\****

# Family Handbook

## Our Mission

To provide a Safe Place where the emotional, educational, and physical needs of children, youth, and their families are responded to in a holistic approach.

## Our Program

- East 10th Early Child Education (Ages 6 weeks to 5 years)
- East 10th Preschool at Thomas Gregg (Ages 3 years to 5+ years)
  - After School Program (Ages 5 years to 12 years)
- Summer Days for Youth (Ages 5 years to 12 years- Full Day Break Care)

## Hours of Operation

Monday – Friday  
7:30am – 5:00pm

## Contact Information

### ***East 10<sup>th</sup> Children and Youth Center, Inc.***

2327 East 10<sup>th</sup> Street  
Indianapolis, IN 46201  
Office: 317-637-0841  
Fax: 317-637-0849

### **Jean Casmir Hill**, Executive Director

Cell: 317-339-4102  
jcasmirhill@east10th.org

### **Emily Nauth**, Center Director

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emily.nauth@east10th.org

### **Jessica Haynes**, Director of Operations

jessica.haynes@east10th.org

### **Jocelyn Salcedo**, School Age Coordinator

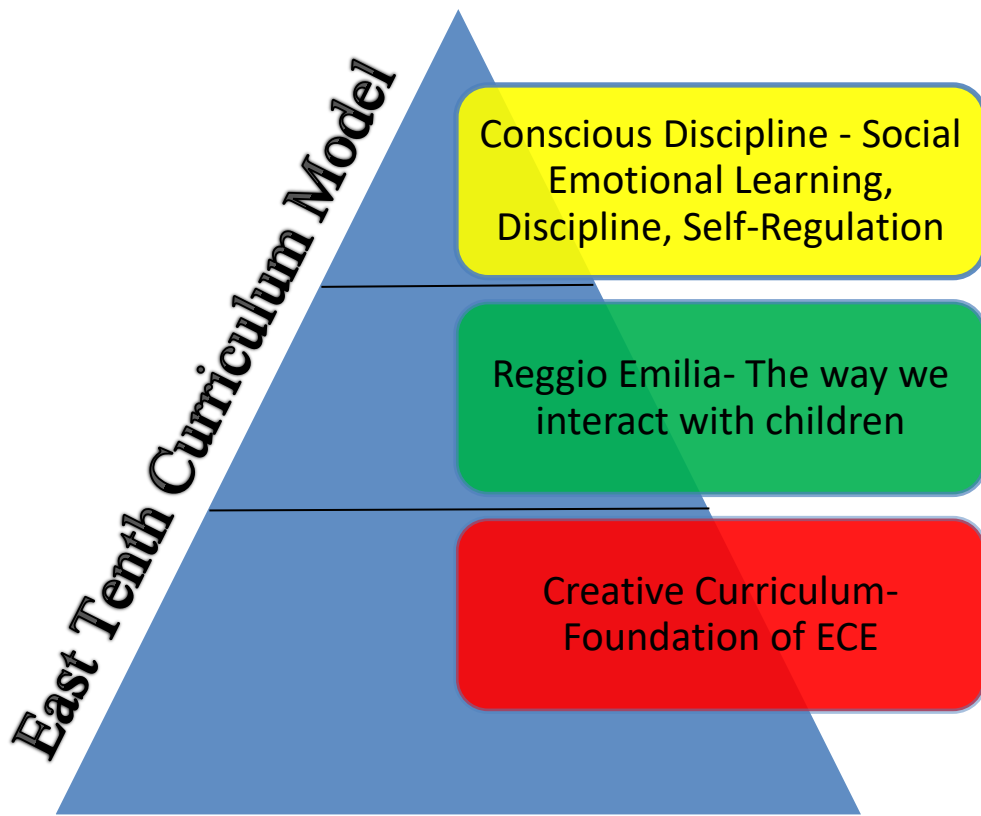
Jocelyn.salcedo@east10th.org

### **Dakota Malayer**, Thomas Gregg Preschool Director

Dakota.malayer@east10th.org

Center Cell Phone **317-223-5133**  
(Texting available)

# Philosophy and Curriculum Model



At the foundation of our work with children is the research based Creative Curriculum. Through this curriculum model we ensure that the whole child is nurtured through developmentally appropriate practice. How does this look in the classroom? Every classroom has 10 learning areas stocked with materials that will provide a rich learning experience. The classroom schedule, environment and transitions are meaningful and intentional. They follow a child's individual developmental progression.

The Reggio Emilia Approach informs the way we interact with children. Our image of the child is the basis for our beliefs about how children learn. At East Tenth we believe children have the right to a positive first school experience. The children's interests guide the learning opportunities that are offered in the classroom each day. Children are engaged in work that is meaningful to them, empowered to do research, discuss and debate, have real experiences and a trained teacher who supports their explorations through careful questions.

Conscious Discipline guides the way we develop social emotional skills in our classrooms. Through self-regulation, connection and strong relations we are able to better regulate and guide the children in our care. This model empowers children and adults to consciously respond to daily conflict, transforming it into an opportunity to teach critical life skills.

# Arrival Procedures

**All children must arrive before 9:00am to receive care for the day.**

*To pick-up a child you must be a parent, guardian or approved pick-up person over 16 years of age. Children will not be released to siblings under 16 years old.*



## **Children Come First!**

The use of cell phones while in the center is not allowed. Children benefit from the undivided attention of their families during drop-off and pick-up times.



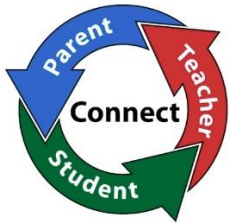
## **Sign-In**

Sign your child in using the tablet in the entrance when you arrive. By signing in you are giving East 10th custody of your child while you are away.



## **Walk your child to the classroom.**

Door codes are given to authorized pick up persons only. Do not share your code with your child(ren). Door codes will be deactivated if shared with children. Children must be constantly supervised while in the building. Please ensure children stay with you at all times while walking to your child's classroom.



## **Connect with your child's teacher.**

Research shows that when families are involved, students do better! Please talk to your child's teachers before leaving. It is helpful to share details about your child's eating, sleep, and preferences,



## **"I Love You! Have a Great Day!"**

It is normal for children to feel worried or upset when faced with routine separation from their loved ones. Creating a drop off routine helps children know what to expect and feel more secure. Give your child a hug, say "I Love You! Have a Great Day!"

# Pick-Up Procedures

**Children must be picked up before 5:00. There will be no access to classrooms or hallways after 5:00pm.**

*To pick-up a child you must be a parent, guardian or approved pick-up person over 16 years of age. Children will not be released to siblings under 16 years old.*



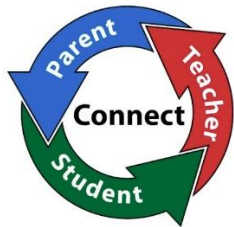
## **Children Come First!**

The use of cell phones while in the center is not allowed. Children benefit from the undivided attention of their families during drop-off and pick-up times.



## **Sign-Out**

Sign your child out using the computer in the entrance when you arrive. By signing out, you are taking custody of your child from East 10th.



## **Connect with your child's teacher.**

Research shows that when families are involved, students do better! Please talk to your child's teachers before leaving. Your child's teacher will share details about your child's experience that day and what to expect in the coming days.



## **Walk your child out of the Center.**

Children must be constantly supervised while in the building. Please ensure children stay with you at all times while walking your child out of the classroom.



## **"Tell me about your day!"**

Days are busy for families! Take a few minutes to block out the rest of your day and focus on your child. Give your child a warm hug and ask about their day. This helps build connection and trust!

# Arrival Time

## Early Learning Center

All children must arrive in their classroom by 9:00am. Breakfast is served from 8:30 to 9:00am.

## School-Age Programming

All children must arrive in their classroom by 8:30am. Breakfast is served from 8:00 to 8:25am. Children arriving after 8:25am will not be served breakfast.

**Three late drop-offs in 30 days will result in a required face to face meeting with center staff before the child can return to care.** A plan will be created to ensure the family can be successful in arriving before 9:00am.

Please note that bringing your child in late disrupts classroom schedules and also upsets the children. Our morning routine prepares the children for the rest of the day. Please understand that East 10th Children & Youth Center is more than just a th“babysitting” service. We have fun, educational, and interactive experiences planned for your children that will better prepare them for the future.

Please be aware that school-age children begin departing for school at 8:40am. If children arrive after 8:40am we cannot provide transportation to school.

If your child has a doctor’s appointment, etc. **please call ahead** or speak with us the day before to let us know. If your child will arrive after 9:00am, we require that you have documentation from your appointment.

# Late Pick-Up Policy

Our hours of operation are Monday through Friday from  
7:30am-5pm

The following policy will be enforced.

**Our building closes at 5:00pm\*. Children and Families who are still in attendance at 4:55pm will asked to go to the main office. We will begin calling any families who are still in attendance at 4:55pmpm to ensure they will arrive before 5pm. There will be no access to the classrooms or hallways after 5pm. Children and families must remain in the front office at this time.**

**If you will be late, you MUST call to let us know.** We realize that emergencies occur that prevent you from arriving on time. However, it is your responsibility to notify us. If the phone numbers are disconnected, or if no one answers the phone, we have no way of communicating with you. Please make sure your current contact number is on file in the office at all times.

Please be aware that we do not transport children to/from home. If you must consistently work past 5pm, please make arrangements for someone to pick-up your child, or find alternate childcare. If you have asked someone else to pick-up your children -please- call that person to make sure he/she has done so. **It is helpful if you call and let us know who will be picking up your child.**

Families who arrive after 5pm will be asked to sign the late book to document the late pick-up. **Three late pick-ups in 30 days will result in a required face to face meeting with center staff before the child can return to care.** A plan will be created to ensure the family can be successful in arriving before closing time.

If a child has not been picked up by 5:30pm, and other arrangements have not been made, the Indianapolis Metropolitan Police Department will be notified. At that point, the Family's failure to pick-up the child will be considered neglect and the child will be taken into custody by the police department. Any Family arriving after that time will have to call IMPD to find the location of their child. Any available information will be posted on the door.

## Pick-up Policy

Children may be picked up by anyone listed on the child's birth certificate or listed under the pick-up section of the child's application. We will ask for a picture ID to verify they are on the pick-up list. If the person is not listed on the pick-up list, administrative staff will contact the child's legal guardian or parent to verify that the person in question is permitted to pick up the child.

Should you need to make an adjustment to your pick-up list, a legal guardian or parent listed on the birth certificate must notify a member of the administrative team. The pickup list will be updated in our electronic system at that time. Should an emergency arise, you can call in a one-time adjustment to your pick-up list. We will note the emergency pickup authorization in the front office. When the pick-up person arrives, we will verify their ID matches the provided name.

## Parking Safety

All children must enter the Center accompanied by an adult. Children are not to run ahead of adults in the parking lot. Turn off your car before entering the building. Do not leave purses, wallets, or other valuables in the vehicles during drop-off and pick-up time. Thefts in child care/school parking lots can occur even when vehicles are locked. Never leave a child in the vehicle unattended. When you pick up your child, keep the child in your presence at all times. Children may not leave the classroom or building unattended.

# Alternate Care & Substitute Policy

Should one of your child's regular teachers be ill or on vacation a substitute teacher will be placed in the room. Classrooms may also be combined to ensure adequate supervision is being provided. Every employee of the center has gone through a thorough background check and training process. We will do our best to make you aware of announced teacher absences, such as vacation time.

## Transitions

As soon as a space is available in the classroom in which your child will be transitioning, the child's birthday occurs and developmental milestones are met the child will move to the next room. For example, children must be walking and 1 year and one day old to transition to the Toddler Room. In an effort to make your child's transition from classroom to classroom smooth, children will be given a week to fully transition into their new classroom. During transition week you can expect your child to have some anxiety. They will stay in their new classroom as long as they can the first day. They will stay each day, longer than the day before. Some children transition very easily and do not need to go back to their old room at all and some children go back earlier in the morning. Every child is different.

## Payment Policy

Each Family will be expected to complete a childcare payment contract at the time of enrollment. We expect each family to honor this contract by making timely payments. If you are unable to make a payment on time, please discuss the situation with Administration. Please be aware that East 10th Children and Youth Center believes that all children deserve quality care regardless of a family's ability to pay market rates. In holding with this belief, we offer a sliding scale fee to reduce the cost of childcare and also accept CCDF vouchers.

**Please remember that full-payments are expected regardless of attendance or center closings. Please make proper arrangements.** For example, the center is sometimes closed for teacher in-service and work days. A full payment for the weekly tuition will still be expected. There is no discounted rate because the child was only in attendance for three days. The same applies if a child is sick or on vacation (see vacation policy.) We accept cash, check, money order or credit card. Our preferred method of payment is automatic deduction from a credit card or debit card. This can be arranged with Administrative staff.

### Sliding Scale

If you would like to be considered for a reduced fee, you must submit one month's pay stubs for all income earning members of the household, or submit a letter from your employer stating the average number of hours worked per week and the rate of pay. We must receive income information for all income earning members of the household. The annual income and number of children enrolled will be used to determine your eligibility for the reduced child care rate.

If you are placed on our sliding scale, we require that you apply for the Child Care Development Fund (CCDF.)

## Child Care Development Fund (CCDF)

CCDF is a federal program that assists low-income families with a priority of serving Impact (welfare to work program) and those individuals who are transitioning from public assistance, to obtain child care so that they can work or attend training/education. If you would like more information about eligibility requirements in this program call the visit [www.intakechildcare.com](http://www.intakechildcare.com).

### If You Already Receive CCDF:

It is very important that you stay up to date with your CCDF transactions. **We do not get paid if you forget to swipe your children in/out. If your child misses a day due to illness, vacation, etc. please claim a PERSONAL DAY.** You are allowed a certain number of personal days per year.

Families who continually fail to swipe their children in/out are in danger of losing your CCDF status or having their children removed from our programs. Please see your caseworker for an appointment before your voucher expires. **If you miss your appointment, you will be responsible for paying daycare fees until your voucher is renewed.**

If you are having trouble with the machine, your card is being denied, or if you need other assistance, please ask for help! We are more than happy to walk you through the steps.

## Child Care Fee Schedule

Infant Room	\$435/week
Toddler Rooms	\$374/week
Preschool Rooms	\$295/week
Before & After School	\$155/week
Summer Days for Youth	\$278/week
School Age Breaks	\$278/week
School Age Breaks (1 Day)	\$20/day

## Contact Updates

Please remember that to provide the best care for your child we need the most recent contact information for you, your emergency contacts and those designated on your release list.

If at any time you move to a new location, change home, work or mobile numbers, it is your responsibility to **complete an Addendum form found in the office** that will then be added to your child's file.

The East 10th Children and Youth Center, Inc. cannot be held liable for any incidents that may occur because we are unable to contact you, or those you have designated for emergencies. Please know that we will always act in the best interest of the child, but if we are unable to contact you due to disabled phone numbers, your personal wishes may not be carried out.

## **Attendance and Vacation Policy**

### **Attendance**

If your child is sick or will not be in please call. If your child is absent for 10 consecutive business days without notifying the office of a reason, your child's spot in the classroom will be released to another family. In this case, the administration will make every effort to contact you. Please be sure all contact information is current and updated in your child's file. We prefer for children to maintain an 85% attendance rate.

### **Center Closings**

The center closes for several holidays throughout the year to allow time for our staff and families to celebrate and rest. The center will be closed for the following holidays each year: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples Day, Thanksgiving Break (2), Full week of Christmas and Professional Development Days (3). During unique situations, the center will close an additional day for a floating holiday **Please remember that full-payments are expected regardless of attendance or center closings.**

### **Voluntary Termination of Care**

Your needs change and children grow up- because of this it may be necessary for you to discontinue your child's care with East Tenth. We require a minimum of one week notice in writing to discontinue care. If this is not received you may be charged an additional week's child care fees.

### **Vacation Time**

Each family is awarded 2 weeks of vacation time to be used throughout each calendar year. To use vacation time, you must submit written notice to the office. Vacation time will only be accepted in week-long periods and cannot be broken up into individual days or periods of time less than one week. If vacation time is submitted prior to the absence the family will not be charged childcare fees for the week.

### **School Age Break Care**

East Tenth follows the IPS school calendar for school age care. When IPS is closed, East Tenth will provide full day care for students during our regularly scheduled hours. Please note that East Tenth closes for Professional Development and major holidays. There may be days when East Tenth and IPS are both closed. If your child attends a school outside of the IPS system, we cannot guarantee that we will be able to provide full day care during your child's school closures. Please check with administrative staff one week in advance of any school closure to inquire about the ability to provide a full day or half day program for your child. Our ability to accommodate these requests will depend on staffing availability and budget considerations.

## School Age Hours of Operation

East Tenth cannot provide care to students outside our normal hours of operation. For example, if your child is suspended from school or has an appointment that prohibits them from attending school for the day, East Tenth cannot provide care for your child that day. School Age children cannot attend a preschool class for the day. Additionally, school age children cannot spend the day with administrators. Children must be offered an age appropriate classroom and this is not possible outside normal program hours.

## Field Trip & Transportation Policy

### Procedure and Practices, including responsible person(s):

- Children will be transported properly in a seat belt, car seat, or booster seat according to current Indiana regulations. **Families may be required to supply a booster or car seat as needed for their child if field trips involving use of transportation are a part of the program.** In order to provide a safe environment for your child you will be asked to provide a car seat or booster seat for all center transportation. If your child does not have a car seat they will not be allowed to ride the center vehicles and may miss fieldtrips. Staff will be sure that car seats, booster seats and seat belts are used properly and each child is properly secured before setting the vehicle in motion. Staff will assist with releasing children from their transportation safety restraints, when needed. All adults in the vehicle will use proper restraining devices according to the vehicle manufacturer's recommendations.
- The number of passengers in the vehicle will not exceed the manufacturer's stated capacity for the vehicle.
- Children will be transported using a center vehicle that is maintained in a safe condition with current insurance. If the number of students in need of transportation exceeds the maximum capacity of the available vehicles, an external service with current insurance and licensure may be contracted.
- Children will be prohibited from eating, drinking, standing, or other dangerous or distractive activities during transportation.
- Children will never be left unattended in a vehicle, even for brief periods. All children will be accompanied by an adult to/from the vehicle to insure safety.
- All children will be accounted for before leaving the facility and again before returning.
- Teachers will notify Families in advance of all field trips requiring transportation and any other special arrangements necessary.
- A well-stocked first aid kit along with the children's emergency contact numbers will be taken on off-site activities
- At least one staff person with current First Aid and CPR certification must accompany children on off-site activities. Field trips will be planned as part of the overall curriculum and/or children's interests and will provide learning opportunities through hands on participation.
- Additional staffing may be needed to provide adequate supervision and will be scheduled ahead of time for these off-site activities
- Children will be counted before leaving the child care, during the field trip, and again at the time of departure.

- At least one staff member will have a cell phone in case of emergency on all off-site activities.
- A specific caregiver will be assigned to each group of children. A staff member will always accompany children to a public restroom.
- All children will wear identifying information that gives the facility's name and phone number.
- While on walking trips the caregivers will model pedestrian safety and teach the children to only cross at the corner, when traffic signals indicate it is safe, and only after looking left, right and left again.
- If a child has medication needs, center staff will be responsible to take and administer the medication as needed.

## Attire

We spend our days running and playing at East Tenth. Safety is our first priority! Children who are walking and/or over 12 months of age must wear closed toe shoes with hard soles. No dress shoes with heels or wedges. Children must wear shoes that fasten to their foot securely- preferably with laces or Velcro. Shoes that easily come off the foot are a tripping hazard. Flip flops will be permitted **only at the pool**. Closed toe shoes must be worn during the rest of the school day. Please ensure that your child is dressed and ready for the day. No pajamas unless otherwise noted.



## Personal Belongings

Personal Belongings we will allow (all items must fit in child's cubby):

- Blanket and small pillow for nap-time
- Change of clothes for messy days and accidents
- Coats, Hats, Gloves when weather appropriate
- Book bags or other carrying device for keeping personal items.

Prohibited personal items:

- Toys
- Food, drink or any container that keeps such items
- No cell phones, electronic items, such as MP3 players, or video games

*\*Prohibited items will be turned in to administrative staff who will store them in the office until a Family or guardian can claim them.*

Please have all permitted personal belongings labeled with your child's name in permanent marker. Please be sure all items are machine washable, as we may have to wash them. Children are responsible for their own belongings. **East Tenth is not responsible for any items,**

***whether allowed or not, that may become lost, stolen, broken or harmed in any fashion while your child attends its programs.***

# Health & Safety Policies

## Safe Conditions

The following steps will be taken to ensure that your child is safe while at our child care program. Children will be actively supervised with the required number of qualified adults. Our child care will not care for children in areas that are being remodeled, repaired, or painted. The administrator is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, and equipment in a safe condition. The child care will take the following steps to maintain the child care:

- Clean the child care daily
- Keep the child care in a sanitary condition at all times.
- Sanitize toys, furniture, and other equipment used by children, weekly and when they become soiled or contaminated.
- Wash all soiled items prior to sanitation.

## Childcare Center Video Surveillance Policy

*To ensure the safety and security of all children, staffs, Families, and visitors, as well as the security of our daycare facility, East 10th Children & Youth Center is equipped with 24-hour video surveillance system and security cameras are installed in all classrooms, hallways, kitchen area, outdoor play area, and parking lot and may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms. Video/security cameras will be positioned in appropriate places within and around our preschool or daycare center facility and used in order to help promote the safety and security of people and property.*

*The following are just some of the many benefits of having security cameras installed in daycare centers.*

- \* Security cameras keep children & staff safe & are very effective deterrent of crime.
- \* Administrators can better monitor the entire facility and supervise/observe staff's interactions with children and with other staff members effectively.
- \* They provide peace of mind to our Families & staff.

***Because we respect the privacy of all children, Families, and staff in our child care center, our 24-hour video surveillance system/ security cameras are for internal purposes only.***

***ONLY Center Administrators are allowed to view our security cameras/video footage either at the Center's office at the site OR live video footage may be viewed remotely from administrator's office at a different location. Requests to provide video recordings directly to non-employees will not be accommodated. If it is believed that recorded video from East Tenth would assist in a criminal investigation, the police will contact East Tenth Administrators. If relevant video is available, a clip of the video will be produced and made available to the police. All requests for video recordings by law enforcement agencies shall be coordinated with our Executive Director and Legal Representative.***

**Video surveillance/recording consent forms** are signed prior to your child(ren)'s attending our child care center.

## Daily Activities and Outdoor Play

**Daily outdoor play** must take place for all children unless the severity of the weather poses a safety or health hazard or if a health related reason for a child to remain indoors is documented by the child's physician. Children will be given opportunities to play outdoors daily when weather and air quality conditions do not pose a significant health risk.

Weather that poses a significant health risk shall include wind chill at or below 25 degrees F and heat index as identified by the National Weather Service. Air quality conditions that pose a significant health risk shall be identified by announcements from local health authorities or through ozone (smog) alerts. Children with respiratory health problems such as asthma shall not play outdoors when local health authorities announce that the air quality is approaching unhealthy levels. Outdoor play environments will be safe and children will be actively supervised at all times, both while inside and outside.

### **Daily Activities:**

Children need certain daily activities to remain healthy and learning. Children will be offered a variety of different activities throughout the day including quiet play and active play. Children will also be given time outside daily. Children will have access to supplies and equipment that support their learning. Activities will be balanced with attention to all areas of a child's development.

East Tenth will provide daily activities appropriate to the age, developmental needs, interests, and number of children in your care, including both active and quiet play and daily outdoor play. Activities will be appropriate to each child's developmental stage. Toys, games, and play equipment used indoors and outdoors will be safe, appropriate to the children's developmental stages and include a sufficient quantity to allow children to make choices.

## Physical Examinations

**Each child is required to have a physical examination within 30 days of admission or six months prior to admission.**

## Illness Policy for Children

### **Reason this policy is important:**

Although some illnesses do not require exclusion, sometimes illness requires a child or staff member to be excluded from care to prevent the spread of infection to other children and staff and to allow the child time to rest, recover and be treated for the illness. Families should be prepared with a back-up plan for care should their child become ill and be excluded from care. This policy outlines illnesses and situations that require exclusion.

### **Procedure and Practices, including responsible person(s):**

Revised Feb 2025

Center Director or Executive Director will decide whether a child who is ill will be permitted to remain in the program for the day. Children may be asked to submit a doctor's note in order to return to care.

**Temporary Exclusion will occur when:**

- The illness prevents the child from participating comfortably in activities as determined by staff.
- The ill child requires more care than the staff can give, which may result in compromising care for other children.

Temporary exclusion will also occur when the child has any of the following conditions, unless a health professional determines the child's condition does not require exclusion:

- **Appears to be severely ill**
- **Fever AND behavior change or one or more of the following symptoms:**
  - Auxiliary temperature of 100.4° Fahrenheit or higher  
*Digital thermometers are recommended due to concerns about mercury exposure if glass thermometers break. Oral temperatures may be taken for preschool through school age children if single use covers are used over the thermometer.*
- **Diarrhea:** defined by more watery stools - decreased form of stool that is not associated with changes in diet, and increased frequency of passing stool that is not contained in diaper or use of toilet. Children may return once the reason for change in bowel has been resolved and if the change is not due to Salmonella, Shigellosis or E. coli infections.
- **Blood in stool:** not explained by dietary changes, medication or hard stools.
- **Vomiting:** There are many reasons children vomit from eating something that does not agree with them to any number of illnesses. Exclude if child has vomited two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-infectious condition and the child is not in danger of dehydration.
- **Abdominal pain (persistent):** that pain continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
  - **Conjunctivitis (Pink Eye):** A child should be excluded for bacterial conjunctivitis (red eyes, green or yellow discharge)  
They may return after 24 hours of treatment and are able to participate in activities. Other forms do not need to be excluded. (such as caused by allergies)
- **Hepatitis A:** Exclude until 1 week after onset of viral illness or until after immune serum globulin has been given to children and staff in the program, as directed by the local health department.
- **Impetigo:** Exclude until 24 hours after treatment has begun.
- **Measles:** Exclude until 5th day after rash disappears or local health department states patient is non-infectious.
- **Mouth sores:** Exclude if mouth sores is coupled with drooling.
- **Mumps:** Exclude until 9 days after onset of parotid gland swelling.
- **Pediculosis (Head Lice):** Children should be excluded as long as nits or live bugs are present. Children may return after being treated and all nits and bugs are removed. Using a nit comb is the most effective way to remove lice.
- **Pertussis: (Whooping Cough)** Children should be excluded until five days of appropriate antibiotic has been completed or until local health department states patient is non-infectious.

- **Pinworms:** Children should be excluded for 24 hours after treatment has begun.
- **Rash:** with fever and/or behavior change.
- **Scabies:** Children should be excluded until 24 hours after treatment is begun.
- **Streptococcal pharyngitis (Strep Throat),** excluded until 24 hours after treatment has been begun.
- **Tuberculosis:** Tuberculosis (TB) Exclude until the child's physician or local health department authority states the child is non-infectious.
- **Varicella-zoster (Chicken pox):** Exclude until all the lesions have dried and formed scabs, usually within six days of onset of rash.
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

Following an illness or injury, children will be readmitted to the program when they no longer have the above symptoms, have begun appropriate treatment and/or no longer have significant discomfort and feel well enough to participate. Children may be asked to submit a doctor's note in order to continue care.

Children with the above signs and symptoms will be separated from the group and cared for in the office. Family/guardian or emergency contact will be notified by office staff and asked to pick up the child. **If a child is sent home ill, the child is asked to stay home until symptoms have subsided and 24 hours has elapsed. Children must stay home, at minimum, one day following a sick day.** For example, Johnny is sent home with a fever on Monday at 9:00am. Johnny can not return to child care until Wednesday.

## Teething

Crankiness, drooling, and less interest in feeding are all classic symptoms of teething. Your baby is most likely to show these signs when the **front teeth** come in. Expect the worst of the symptoms to hit between 6 and 16 months.

Teething can raise your baby's body temperature, but only slightly. Any fever over 100.4 F is a sign that your child is probably sick.

It is a commonly held belief by Families that teething causes diarrhea. Current medical opinion, however, is that there is no evidence of a causal relationship between a child's teething and any issues with the alimentary tract. The myth that teething causes diarrhea is quite prevalent. The most common belief is that the excess saliva caused by teething somehow affects the gastrointestinal system. Medical research, however, has found **no such causation** between teething and diarrhea.

Teething children are prone to pick up bacteria that can cause diarrhea. When a child is teething, he or she will put anything and everything in his mouth to try to ease the discomfort, and many of those things are not very clean.

In addition, teething usually happens in children when they are between 6 and 24 months old, a time during which a large percentage of children will experience any number of different, completely unrelated, symptoms or ailments. Those symptoms may coincide with teething, but they are likely completely unrelated.

# Immunizations

We are required by law to have a copy of your child's current and up to date shot's records on file. Children who attend any program MUST have all of their immunizations- this includes the Prevnar immunization as well as the Variax (chicken pox) immunization. When your child visits the doctor for immunizations, please remember to bring in the updated records for our files. If you have questions about these immunizations, please contact your child's doctor.

If your child does not receive these immunizations due to medical reasons or religious beliefs, we must have a written sign off and statement in our files. Medical reasons must be listed and signed by a physician.

We are inspected bi-annually by the state – failure to produce accurate records may result in our facility closing or your child being removed from the program.

## Child & Adult Care Food Program

Your child receives a nutritious breakfast, lunch and PM snack at the center each day. We serve meals through the Child and Adult Care Food Program (CACFP) sponsored through the USDA. In order to participate in this program you will be required to complete a food form annually. The USDA is an equal opportunity provider and employer.

## Safe Transportation of Food

There are some instances where food must be brought from home.

- If your child requires alternate food choices, there is an additional form (*Safe Transportation of Food*) that families must fill out. There also must be a doctor's note on file outlining any reasoning and appropriate substitutes. All substituted food must follow our food guidelines (i.e. no chips, candy, etc...)
- Treats for celebrations or birthdays are permitted; they must be store bought, a *Safe Transportation of Food* form must be turned in, and there must be enough for all children in the class to participate.

## Infant Safe Sleep Position Policy

### **Reason this policy is important:**

Providing infants with a safe environment in which to grow and learn is of extreme importance to the staff at East Tenth UMCYC. Therefore, policies and procedures have been implemented in order to create a safe sleep environment for infants following the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Safety Commission for safe sleep environments to reduce the risk of sudden infant death syndrome (SIDS).

SIDS is “the sudden death of an infant under 1 year of age which remains unexplained after a thorough case investigation, including performance of a complete autopsy, examination of the death scene, and review of the clinical history.”

**Procedure and Practices, including responsible person(s):**

- Definition of an infant: any child who IS NOT consistently walking across a room unassisted.
- Infants less than 12 months of age shall be placed on their backs on a firm mattress with a tight-fitting sheet when sleeping in a crib.
- Waterbeds, sofas, soft mattresses, pillows, and other soft surfaces shall be prohibited as infant sleeping surfaces.
- All pillows, quilts, comforters, sheepskins, stuffed toys, and other soft products shall be removed from the crib.
- All infants will be placed in “sleep sacks” while sleeping with free movement of their arms; swaddlers and blankets will not be used.
- The infant's head shall remain uncovered during sleep.
- Unless the child has a note from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping to lower the risks of Sudden Infant Death Syndroms (SIDS).
- When infants can easily turn over from the supine to prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep.
  - Cribs will be marked to show when infants are able to roll independently.
- Unless a doctor specifies the need for a positioning device that restricts movement within the child's crib, such devices shall not be used.
- There is no smoking allowed in the child care setting.
- Infants will not share a crib with other children.
- Supervised “tummy time” will be observed while infant is awake.
- Children cannot sleep on a cot unless they are consistently walking across a room unassisted. If a child is sleeping on their cot they cannot be placed in a sleep sack.
  - They must be offered a blanket instead.
- If infants arrive to the program asleep, or if they should fall asleep, in equipment that is not specifically designed for infant sleep, the infant is removed and placed in appropriate infant sleep equipment
- All staff will receive training on safe sleep practices before caring for infants and then annually thereafter.

## **Alcohol, Drugs & Firearms Policy**

**Procedure and Practices, including responsible person(s):**

- The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the premises.
- Possession of illegal substances or unauthorized and potentially toxic substances is prohibited.

- All staff will maintain sobriety while providing child care. Staff that is inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances will be required to leave the premises immediately and will be subject to discipline.
- No guns or other lethal weapons will be allowed in the child care setting. Families required to carry firearms as a function of their job will lock firearms in their vehicle before entering the child care setting.

## Healthy School Celebrations

School celebrations often revolve around high-sugar, high-fat foods that have little nutritional value. Snack foods offered to students are frequently chosen for low-price convenience and are prepackaged and heavily processed.

When kids eat candy bars, potato chips, or cupcakes during the day, they are missing out on foods that provide nutrients necessary for growth, development and protection from disease. Good nutrition also plays an important role in children's academic performance and behavior.

**We would like you to consider limiting the size and amount of sugary treats. For example, consider bringing in bite size snacks rather than full size cupcakes or cookies. If you plan to bring in treat bags, consider filling the bags with non-food treats like bubbles, stickers, crayons or glow sticks. Please remember that all food served at the school must be store bought or pre-packed. This ensures that it was made in a food safe space.**

Bakery Cupcake  
250 Calories  
30 grams sugar

Mini Cupcake  
90 Calories  
10 grams sugar

## Children with Special Needs

- Children with Special Needs will be accepted into our program under the guidelines of the American's with Disability Act (ADA)
- All families will be treated with dignity and respect for their individual needs and/or differences
- East Tenth will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program.
- East Tenth will ensure that when a child with a special need is identified on the application, the family will be given a Special Health Care Plan form to be filled out by the family and health care provider. This plan must be submitted to East Tenth prior to the child receiving care or within 30 days of diagnosis if the child already attends the program when diagnosed.
- Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, East Tenth may consult with agencies

as needed, provided Family permission is granted. Inclusion of program staff on IFSP and IEP case conferences is desired to ensure our program provides the most supportive environment.

- All staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodations that any child in their classrooms may need. The knowledge of Families and health care professionals involved in the care of the child with special needs will be consulted to determine accommodations and or therapy requirements.
- The individual written plan of care for children with special needs will be followed in all emergency situations. This plan should be updated annually, at a minimum.

## **Medication Administration Policy**

**Reason This Policy is Important:** Inevitably, some children will require medication while in the childcare setting. The process for handling and administering medications must be well structured and carefully followed in order to ensure that the interests of the children and the providers are best served. When possible, a child's Families and physician should try to minimize the need for medications while in childcare. Medicines ordered twice a day should normally be given before and after, rather than during, childcare hours. Medications ordered to be given three times daily also may be planned so that they are given in the morning before the child leaves for childcare, in the afternoon after the child returns home, and again during the evening. However, in some cases, administration of medications during childcare hours is unavoidable.

### **Procedure and Practices, including responsible person(s):**

#### **Medication Consent**

Administrative staff will administer medication only if the Family or legal guardian has provided written consent from a physician; the medication is available in an original labeled prescription.

#### **1. Non-Prescription and Prescription Medication**

- Families or legal guardians will provide the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication;
  - the date the prescription was filled;
  - the name of the health care provider who wrote the prescription;
  - the medication's expiration date;
  - and administration, storage, and disposal instructions.
  - For liquid medications, Families must provide clean medication spoons, syringes, droppers, or medicine cups that have measurements on them.
2. Instructions for the dose, time, and how the medication is to be given, and the number of days the medication will be given will be provided to the child care staff in writing (by a signed note or a prescription label) by the health care provider. This requirement applies both to prescription and over-the-counter medications.

3. A health care provider may state that a certain medication may be given for a recurring problem, emergency situation, or chronic condition or prevention. Example: acetaminophen
  - The instructions should include the child's name;
  - The name of the medication;
  - The dose of the medication;
  - How often the medication may be given;
  - The conditions for use;
  - Any precautions to follow; and
  - Potential side effects;
  - A child may only receive medication with the permission of a licensed physician. A copy of the physician's order must be kept on file.

### **Medications for chronic conditions such as: Asthma or allergies**

For chronic conditions (such as asthma), the Family/legal guardian written consent must be renewed yearly. An individual care plan must be provided that lists symptoms or conditions under which the medication will be given. All medication must be labeled with the original prescription.

### **Emergency supply of medication for chronic illness:**

For medications taken at home, we ask for a three-day supply to be kept with our disaster kit in case there is a situation in which children are not able to return home for an extended time.

### **Staff Documentation:**

1. Staff administering medications to children will be trained in medication procedure by the Center Director and record of training will be kept in our Medication file.  
\*East Tenth staff members are trained to administer Epi-pens.
2. Staff giving medications to children will document the time, date, dosage and route of the medication given on the child's Medication Administration Form and will sign each time a medication is given. Notation of failure to provide medication, at the prescribed time as requested by a physician or Family will also be noted.
3. Staff will report and document any observed side effects on the child's individual medication form.
4. Staff will provide a written explanation why a medication was not given.
5. Outdated Medication Authorization Forms and documentation will be kept in the child's file.
6. Staff will only administer medication when all conditions listed above are met.

*Medication authorization and documentation is considered confidential and must be stored out of general view.*

## Medication Storage:

1. Medication will be stored as follows:
  - Inaccessible to children
  - Separate from staff or household medication
  - Protected from sources of contamination
  - Away from heat, light and sources of moisture (not in the kitchen or bathroom)
  - At temperature specified on the label (refrigerated if required)
  - So that internal (oral) and external (topical) medications are separated
  - Separate from food
  - In a sanitary and orderly manner

Controlled substances (i.e. Ritalin) will be stored in a locked container and stored in the office. Center implements the following system for tracking administration of controlled substances: When a child receives the medication the date, time, dosage and staff administering the medication will be logged in the office in the Medication Administration Log Book.

2. Medications no longer being used will promptly be returned to Families/guardians or discarded.
3. Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the health care provider. Instructions which state that the medication may be used whenever needed will be reviewed by the health care provider at least annually.

## Medication Administration Procedure

1. **Wash hands** before preparing medications.
2. Medication errors will be controlled by checking the following six items each time medication is given:
  - Right Child
  - Right Medication
  - Right Time
  - Right Dosage
  - Right Route
  - Right Documentation
3. Prepare medication on a clean surface away from diapering or toileting areas.
4. **Do not add medication to the child's bottle or food.**
5. For *liquid* medications, use clean medication spoons, syringes, droppers, or medicine cups that have measurements on them (not table service spoons) provided by Family/legal guardian.
6. For *capsules/pills*, medication is measured into a paper cup and dispensed as directed by the Health Care Provider/legal guardian.

7. **Wash hands** after administering medication.
8. Observe the child for side effects of medications and document on the child's Medication Authorization Form.
9. When a medication error occurs, the Regional Poison Control Center and the child's Families will be contacted immediately. The incident will be documented in the child's record at the facility.
10. If bulk medications (diaper ointment) are used they will be administered in the following manner to prevent cross-contamination: Bulk medications will be administered with medical grade gloves on the hands of the administrator. Gloves will be changed and hands washed in between each child.

## Biting

Though biting is harmful and taken very seriously, in young children it is quite normal. Children have many reasons for biting, such as seeking attention or displaying affection. When a bite occurs the staff members immediately assess the situation and react. Here is the policy we follow:

- First, we console the injured child. Many children bite to get attention from the adult. In immediately caring for the bitten child, the child who bites sees that hurting other children is not the proper way to get an adult's attention.
- Second, we speak briefly with the biting child about the effects of biting. Using such statements as, "biting hurts," "we don't bite," and "teeth are not for biting." This teaches the children that biting is not acceptable.
- Third, we determine what it is that the child needs and teach them a more appropriate way to ask for it either using words or sign language.

As caregivers we always strive to do what is best for all of the children in our care. We understand the frustration a Family feels when their child is bitten or is biting other children. The staff will do their best to assess the situation and try to determine why the child is biting and come up with solutions that eliminate the behavior.

## Snow Closings and Delays

The center may occasionally find it necessary to close due to snow. If IPS is closed due to snow, the center will also be closed. Should this happen we will post the closing on Channel 13 and Fox 59 before opening at 7:30am. We will also post on our center Facebook page, Tadpoles and Email/Text. **Please remember that full-payments are expected regardless of attendance or center closings.**

Should IPS call for a 2-hour delay, East Tenth will open as usual at \*7:30am and drop off hours will be extended to 9:30am.

# Child Abuse and Neglect Reporting Policy

**Reason this policy is important:** Besides being illegal, child abuse and neglect interfere with healthy child development and later achievement in life. State requirements may differ, but those in which reporting suspected abuse is mandatory usually include child care personnel. Child care staff and Families should be aware of reporting requirements and procedures for handling reports of child abuse and neglect

## **Procedure and Practices, including responsible person(s):**

All observations or suspicions of child abuse or neglect will be immediately reported to the Child Protective Services hotline: 1-800-800-5556, no matter where the abuse might have occurred.

Administration will call to report suspected abuse or neglect.

All staff involved in the reported incident will follow the direction of Child Protective Services regarding completion of written reports. If the Family or legal guardian of the child is suspected of abuse, staff will follow the guidance of Child Protective Services regarding notification of the child's Family or legal guardian. Reporters of suspected child abuse will not be discharged for making a report; unless it is proven that a false report was knowingly made.

Signs of suspected child abuse or neglect will be recorded on the Anecdotal Report form, which will be kept in a confidential file located in the office.

Staff members who are accused of child abuse may be suspended or given leave (**with/without**) pay, pending investigation of the accusation. However, no accusation or affirmation of guilt will be made until the Child Protective Services investigation is complete. Caregivers found guilty of child abuse will be immediately dismissed.

# Emergency Plan

## **CPR/First Aid**

A staff member with CPR and First Aid certification will be on site at all times that children and staff are present. All staff members are required to complete these trainings.

## **In Case of a Medical Emergency:**

Families will immediately be notified in the case of a medical emergency. A copy of each child's record is kept on hand in the classroom. Every effort will be made to contact the child's Family or guardian before calling the emergency contacts listed in the application. These alternate contacts will be called if the child's Family or guardian can not be reached. If necessary we will transport the child to the hospital of choice via ambulance.

### **In Case of Child Illness:**

Families will immediately be notified in the case of a child illness. A copy of each child's record is kept on hand in the center office and in each child's classroom. Every effort will be made to contact the child's Family or guardian in the case of child illness. If necessary, alternate contacts will be called.

### **Fire Drills:**

In an attempt to prepare ourselves for the worst, we schedule monthly fire drills. These drills keep the Center up to code with the local Fire Marshall and train the children how to best escape from a fire.

### **Evacuation Plan:**

If our building must be evacuated due to fire or other hazard, we will exit the building using the nearest accessible door and will meet on the playground. Once all children have been accounted for and we are cleared to re-enter, we will notify Families of the situation via telephone.

If our building catches fire or is otherwise damaged during operating hours, we will contact a Family, guardian or emergency contact. If a family member cannot be reached, children will be moved to a safe location and a notice will be posted. In the case of a temporary evacuation children will be moved to the John Boner Community Center across the street.

# **Guidance & Discipline**

## **Conscious Discipline**

*(The following information is from the Conscious Discipline website, more can be found at [www.consciousdiscipline.com](http://www.consciousdiscipline.com) )*

## **Guidance and Discipline Policy**

**This policy complies with federal and state civil rights laws.  
Shared with families and staff upon initial enrollment and upon request.**

### **Rationale:**

**Conscious Discipline** is a comprehensive classroom management program and a social-emotional curriculum. It is based on current brain research, child development information, and developmentally appropriate practices. **Conscious Discipline** has been specifically designed to make changes in the lives of adults first.

*The Seven Skills of Discipline are the only skills we need to transform everyday discipline issues into teaching moments. These moments are our opportunity to teach children the social-emotional and communication skills necessary to manage themselves, resolve conflict, prevent bullying and develop pro-social behaviors.*

**What are the Seven Skills of Discipline and how do they promote core values and life skills?**

The seven skills emerge from the foundation of the Seven Powers for Conscious Adults. As we become more conscious of our reactions to conflict, we can choose a different response. The seven skills teach you to respond to conflict in a way that helps children move from the resistant, lower centers of their brain to the more cooperative, higher centers.

Conscious Skill (emerges from powers)	Life / Communication Skills	Value
Composure	Anger management, gratification delay	Integrity
Encouragement	Pro-social skills (kindness, caring, helpfulness)	Interdependence, optimism, gratitude
Assertiveness	Bully prevention, healthy boundaries	Respect for self and others
Choices	Impulse control, goal achievement	Persistence
Empathy	Emotional regulation, perspective taking	Honoring diversity, honesty
Positive Intent	Cooperation, problem-solving	Compassion, generosity
Consequences	Learn from your mistakes	Responsibility

By implementing the powers and skills together, we learn to stay in control of ourselves and in charge of children in a manner that models the same skills we seek to teach. This, combined with the willingness generated by the School Family, empowers children to successfully learn and internalize lifelong skills.

**There are NO circumstances when it is permissible for staff to use any form of physical punishment, psychological abuse, or coercion when disciplining a child. Appropriate use of restraint for safety reasons is permissible. Physically harmful or emotionally abusive discipline is not permitted.**

**Caregivers will not:**

- Associate disciplinary action or rewards with rest
- Associate disciplinary action with food or use food as a reward.
- Associate disciplinary action or humiliate a child in regard to toileting.
- Physically restrain a child except:
  - When it is necessary to ensure their own safety or that of others; and
  - Only for as long as is necessary for control of the situation.
- Use punishment to correct unacceptable behavior

**Our goal is to provide our students with the skills necessary to be successful in life now and in the future – preventing any behaviors that may result in suspension or expulsion from care. In the event that additional information or follow-up is needed, the following Disciplinary Reporting Procedures must be followed:**

**PARENT/GUARDIAN COMMUNICATION LOG** – Whenever guidance does not work, your child will be given a break from the situation, they will return after speaking with Program Director. Parents will be notified of child's behavior and it will be documented in our communication log.

**BEHAVIOR REPORT** - This document is used when the child's behavior has surpassed that of an informal parent notification and deserves more severe consequence than a break from situation. If a child has multiple incidents in a single day, he/she may receive more than one report in that day.

**BEHAVIORAL REVISION MEETING AND COMPLETION OF RESPONSE TO INTERVENTION (RTI)**- Conduct of a repeated or serious nature will result in a call for a Behavioral Revision Meeting. This is a conference which will include the parents, student, appropriate staff, and the Program Director. If, after the meeting, there is no improvement in the student's behavior, she/he may be suspended.

**SUSPENSION**- A child may be removed from the program if the Director feels the child may in any way endanger the health and safety of other students or staff. In order to return, a behavioral revision meeting must occur to develop steps for positive improvement. Exclusionary measures are not considered until all other possible interventions have been exhausted, and there is agreement that exclusion is in the best interest of the child.

In order to ensure the safety of all students and staff, major behavioral concerns and actions will be dealt with in a different manner. In cases where there is intent to harm; whether physically OR emotionally, students will be suspended first – center administration has the final decision in these cases. Before students are able to return, a **BEHAVIORAL REVISION MEETING AND COMPLETION OF RESPONSE TO INTERVENTION (RTI)** must occur.

**EXPULSION**- As a non-profit organization, there are rare cases where we are unable to provide specific services or care to meet the needs of a student or their family. In this event, East Tenth will meet with, contact and/or partner with necessary outside resources to find alternate care options.

### **A Note to Family's about Striking Back**

We understand that children grow up in a rough world. We also understand that it may be necessary to teach children to "strike back" and defend themselves when others are harassing them. This is often necessary when a child is walking down the street, through an alley, etc. Please understand however that this is a Safe Place for children and we do not tolerate the "strike backs" in our programs. Our rule is that a child must notify an adult if being harassed in any way. Our trained staff will handle the situation promptly and appropriately. If your child does "strike back" they will be reprimanded as if they began the altercation.

# Family Involvement

## Daily Communication (Tadpoles)

Each child should receive a daily report each day through our On-Line Tadpoles Application. This report is a part of how we bridge the gap between the center and home. This form will be filled out with care and completed daily. Teachers will also post observations throughout the week updating you on what your child is doing in class. These often contain pictures and a short description of the activity.

## Bi-Annual Family Conferences

Family Conferences will be held bi-annually. This meeting of the child's family and the educator is used to talk about the child's accomplishments and progress. These conferences will be scheduled as needed or a family may ask for a conference at any time.

## Open Door Policy

We encourage families to be a part of their child's education! As a piece of this we have an open door policy. This means that a child's family is always welcome to stop by the classroom at any point in the day to participate in the classroom activities. This is especially encouraged on fieldtrip days.

## Family Nights

Open houses will occasionally be held so families can participate in their child's school experience. East Tenth encourages family participation in all aspects of their child's education.

## Family Policy Council

The purpose of this organization is to strengthen families of East 10th Children and Youth Center, and discuss issues/concerns of the Program and East Tenth at IPS Thomas Gregg and to develop solutions. The Board makes recommendations to the Center Director about center issues, plans family fun nights and brings in educational speakers. To join the board, please speak with a member of the administration to be added to the email list and to find out when the next meeting will be held.

# Family Support

## Home Visits

Families may be asked to complete a home visit with our Family Partner or Community Connector. During home visits we will share activities and techniques you can use with your children that help make your connections stronger and facilitate learning at home. We will complete a Family Success Plan that will identify areas in which you and your family are thriving, and any areas you may need support. We will help you create goals based in those areas and support you in meeting those goals. We are not there to judge or criticize you, your home, or how you raise your children. You are part of our school family and we want to support and encourage you.

## Services

Based on your family's goals, we will be able to connect you with different resources and services. Some of these services include:

- Post-Secondary Education and Job Training
- Employment
- Health and well being
- Housing/ home ownership
- Budgeting and credit building
- Community Engagement
- Mental Health Services
- Basic Needs Assistance

## Family Workshops

Workshops will be held monthly so that families can learn useful information on topics and services based on their interests. Each year we will conduct a survey to determine what topics Families want to learn more about. These events will be included on a calendar provided to all families. (We ask that all Families attend at least one workshop.)

## Family Grievance Procedure

If you feel that your child has been treated unfairly, or if you have other problems or concerns, please see the Center Director, Executive Director or Program Coordinator. You may stop by the office, call to schedule an appointment, or send an e-mail. We will do our best to address your problem quickly and effectively. Your comments and suggestions are always welcome! Please feel free to stop by any time!

## Termination Policy

A child's participation in the East Tenth programs will never be terminated or denied because of a disability. A child's participation in the program could be terminated when:

- The child does not regularly attend the program.
- The staff cannot safely manage the child's behavior in the classroom.
- The child's family does not abide by center policies.

All efforts will be made to help the child continue in the program. The family will be contacted for assistance and joint problem solving efforts.

## Confidentiality Policy

All information pertaining to admission, health, family, child's assessment, or discharge of a child is confidential. All records are kept secure at the center and released to other agencies only with the family's signed permission.

# East 10th Children & Youth Center, Inc.

## Receipt of Family Handbook and Family Notice *Recibo del Manual de Padres y Aviso para Padres*

My signature below certifies that I have read and understand the Family Handbook for East 10th Children and Youth Center, Inc. and: *Mi firma a continuación certifica que he leído y comprendo el Manual de Padres de East 10th Children and Youth Center, Inc. y*

I have read and acknowledge the arrival and pick-up times. *He leído y reconozco los tiempos de llegada y recogida.*

I have read and acknowledge the school closing calendar. *He leído y reconozco el calendario de cierre de la escuela.*

I had read the payment policy. *He leído la política de pago.*

I have read the discipline policy. *He leído la política de disciplina.*

I have read the infant sleep policy. *He leído la política de sueño infantil.*

I have read and understand the written emergency plan which includes, fire, medical/illness emergency, etc. *He leído y entiendo el plan de emergencia por escrito que incluye, incendio, emergencia médica / por enfermedad, etc.*

Furthermore, my signature certifies that I agree to abide by all of the policies adopted by East 10<sup>th</sup> Children and Youth Center, Inc. I also understand that failure to abide by these policies could result in the termination of care for my child/children. *Además, mi firma certifica que estoy de acuerdo en cumplir con todas las políticas adoptadas por East 10<sup>th</sup> Children and Youth Center, Inc. También entiendo que el incumplimiento de estas políticas podría resultar en la terminación del cuidado para mi hijo / hijos.*

**I understand that this daycare ministry is not licensed under the laws of Indiana. However, I understand that this daycare ministry complies with the state rules concerning sanitation and fire safety for the primary use of the structure in which care is conducted. I also understand that it is my responsibility to ensure that the nutritional and health needs of my child are met while my child is at the daycare ministry.**

***Entiendo que este ministerio de guardería no tiene licencia bajo las leyes de Indiana. Sin embargo, entiendo que este ministerio de guardería cumple con las normas estatales sobre saneamiento y seguridad contra incendios para el uso primario de la estructura en la que se lleva a cabo la atención. También entiendo que es mi responsabilidad asegurar que las necesidades nutricionales y de salud de mi hijo se cumplan mientras mi hijo está en el ministerio de guardería.***

\_\_\_\_\_  
Family's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Child's Name

This notice does not absolve a daycare from the liability for injury to a child while the child is at the daycare if the injury is negligence or intentional wrong doing on the part of the daycare or an employee of the daycare. *(Esta notificación no exime a la guardería de la responsabilidad por lesiones a un niño mientras el niño está de la guardería si la lesión es negligencia intencional o mala acción por parte de la guardería o un empleado de la guarderí a.)*