



## **Winterset Preschool & Childcare**

### **Parent Handbook**

**6336 Cypress Gardens Blvd. Winter Haven, Fl.**

**7:00 a.m.-6:00 p.m.**

**License # C10PO0268**

**Revised August 2018**

**Welcome** to the Winterset Preschool & Childcare. We hope your whole family will enjoy the Center and the friends you will make here. This handbook has been written to describe our program, goals, policies and they myriad of practical details that go into making each school day as happy and successful as possible. Please study it and keep it for reference, as it will answer many of your questions.

**OUR PHILOSOPHY** We will work together, learn together and play together while we grow. Our goal is to give your child the best preschool experience in a developmentally appropriate and loving way. We will learn by using all of our senses and forming friendships while growing together.

**STAFF QUALIFICATIONS:** All teachers meet or exceed the Florida State Department of Children & Families licensing requirements. Every year, the director, teachers, and assistant teachers must complete a required number of continued training hours. All of the staff has experience working with young children in a supervised program. In addition, our staff members truly love and understand child development and our play-based philosophy.

**ENROLLMENT:** Winterset Preschool & Childcare is open to children from six weeks to age twelve years. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability. Parents can apply for enrollment of their child by completing the Enrollment Application and paying the \$30.00 Registration Fee. The Application Fee is non-refundable. Immunization records and health assessment/physical must be received on the first day of child care. Please be advised that some children in the center may not have their immunizations due to medical, religious, or philosophical exemptions. The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration. Winterset Preschool & Childcare reserves the right to dismiss any parent or child at any time with or without cause. Continued enrollment at Winterset Preschool & Childcare is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Winterset Preschool & Childcare as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. Parents are required to notify Winterset Preschool & Childcare immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program. Winterset Preschool & Childcare offers a multiple child discount for one or more siblings enrolled during the same school year. Tuition rates are discounted 10% for total tuition.

**WITHDRAWAL/SCHEDULE CHANGE:** One week written notice is required when withdrawing a child for any reason. The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment at Winterset Preschool & Childcare. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent. Parents who wish to change their child's days or times of enrollment at Winterset Preschool & Childcare must submit a request to do so one week in advance of the proposed change. Schedule changes are subject to a change fee. The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the request for the Center Director receives the schedule change will be used to toll the one week notice

**PAYMENTS:** All custodial parents and/or legal guardians are required to sign a Fee required for withdraw Agreement prior to enrollment of their child in Winterset Preschool & Childcare. Parents are required to indicate to whom all billing information and correspondence are to be addressed. Check, money order, or credit card may pay tuition. Winterset Preschool & Childcare accepts Master Card, Visa, Discover and American express. Receipts will be given for parents that ask for one. . All payments are due on Monday for the current week of care. A charge of \$10.00 will be added to your account if not received by Tuesday afternoon of the current week of care. There is no credit given for scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God. Each child is granted one week of unpaid "vacation" a school term. If and when you choose to use your vacation week you must document it in writing with the dates specified on which date you are using it for. You must pay every week rather your child has attended or not for this will hold your space in their classroom. Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Winterset Preschool & Childcare; however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved you will be notified by the Center Director.

**LATE PICK-UP FEE:** The parent or guardian of a child not picked up until after closing (6:00 p.m.) will be charged \$1 per minute. All late fees are expected to be paid with the next week's tuition. This fee applies per family. Winterset Pre-school is open from 7:00am until 6:00 pm Monday thru Friday. Your child must be dropped off and in class no later than 9:00 unless you have made other arrangements with the director. You must let the director know a head of time if your child has an appointment or family emergency still then we must have a doctor's note and must be here no later than 11:00 if approved by the director. DCF requires all absences to be documented if your child is not going to attend please make sure you contact the director. This is required for staffing reasons and so that we are able to better serves you and your child. Your child is allowed to attend the center for 10 hours a day. VPK may start earlier than 9:00 if this is the case your child must be here on time in order for your child to get all that he or she is required to have for the program.

**DROP-OFF & PICK-UP POLICIES:** Parents are expected to accompany their child into the center. The teachers are glad to assist you and your child at your drop-off time. Teachers, however will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for a short while and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave and the teacher will assist.

Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. A phone call will not be permitted for permission for pick up. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of Winterset Preschool & Childcare reserves the right to deny a person's request to pick-up a child.

Your child's classroom teacher may be available at pick-up time for short questions. For longer discussions or particular concerns please schedule an appointment. Parents are expected to assume full responsibility of their child once they enter the classroom. Do not allow your child to touch the exit door handles or open the doors. We work very hard at teaching the children not to touch the exit doors. If your child will be late or will not be at school for the day, you must call or let the director know that they will not be attending.

**SCHOOL READINESS:** Winterset Preschool & Childcare accepts child care subsidies. Subsidized children must have the case manager call before they start care and we follow

our contractually obligation with ELC and require parents to pay their co pay by Monday the beginning of the week or we will have to report non payments to our ELC office. Parents of a subsidized child must complete all required paperwork on time to continue enrollment at ELC. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies. If you have ELC they only permit 3 absents a month if you miss more than 3 days you will be required to pay the remaining balance. Also ELC may not pay the whole amount that Winterset Preschool Charges the parent or guardian will be responsible to pay this balance also.

**PARENT BULLETIN BOARD:** A bulletin board is available with announcements for you to view and read in the office. Please take the time to scan the Parent board regularly to keep informed of the center happenings and/or announcements. There will be letters for you to read on upcoming events and sometimes changes that will be being made to better serve you and your child. Weekly lesson plans and monthly plans will be posted for viewing in each classroom.

**CENTER EVALUATION:** Parents will be given the opportunity on an annual basis to evaluate the center, its program and our ability to meet your special needs. These are very important to us. Please take the time to fill it in when it is received.

**ASSESSING YOUR CHILD'S DEVELOPMENT:** We will be observing your child throughout the year to assess their development physically, emotionally, socially, cognitively, and creatively, as well as their language skills. Conferences can be held at any time if either parent or teacher requests one.

**DAILY SCHEDULE OF ACTIVITIES:** Curriculum Activities in all age groups are based on the most up-to-date practices recognized by experts in the field of early childhood education. Our staff has access to publications and conferences on the latest developments available. The classroom teachers prepare lesson plans, which are handed in to the director for review and input. We use Creative Curriculum for classroom activity ideas. We value your child's experiences. When your child starts at Winterset Preschool & Childcare, observations will occur throughout their time here. This will help us provide the best care academically and socially for your child. We respect each child as an individual and set up their goals accordingly. We would love to have your input and or any ideas that you would like to share.

**ARRIVAL:** The Center opens each weekday at 7:00 A.M. for full-day programs. All

children must be escorted to and from the classroom by an adult. Parents need to allow enough time to assist their children in hanging up their coats and bringing them into the classroom. We request that children arrive by 9:00 A.M. so they may take full advantage of the entire morning program. If your child(en) will not be attending for the day please be sure to call the Pre-School and let the director know that they will be out and when you expect for them to return.

**DEPARTURE:** The Center closes at 6:00 P.M. for full-day programs. Children are to be picked up at the agreed time. Parents should make the staff aware that the child is leaving. It is best to notify the Center if the parent will be late so that the child does not feel abandoned.

If someone other than persons on the "Authorized Pick-Up List" is to pick up your child, a written, signed note should be given to the teachers at the child's arrival.

**SUPPLIES NEEDED:** All children need to bring a change of clothes, sheets for crib or cot, and a small blanket. Infants need to bring pre-made, crib sheet, bottles, diapers and wipes. Two snacks and a lunch must also be packed daily. Please put your child's first and last name on all of their supplies.

**RECYCLING:** When you clean your house, remember that we can use:

good used toys	books
dramatic play props	phone
dress up costumes	jewelry
purses	good kitchen equipment of all sorts
collage materials	buttons
ribbons	greeting cards
calendars	spools
tiles	yarn

**BIRTHDAY CELEBRATIONS:** Birthday treats are optional. If you plan to bring in a treat, please notify us ahead of time so we can plan snack around it. We will also inform you as to

how many children to plan for. Parents are always welcome at their child's birthday celebration.

**CUSTODIAL PARENTS:** We are committed to protecting all children in our care. If the child does not live with both natural parents, evidence of custody must be presented. A copy of the court ordered document must be presented and a copy of the court ordered custody decree will be maintained in the child's permanent file.

**DRESS CODE:** Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, and clothing. Coats, hats, gloves, scarves and winter shoes must be provided in the winter months. Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, and scarves. WPC is not responsible for lost or damaged items of clothing. Tennis shoes are a must, because they can be easily cleaned and easily dried in case they get accidentally wet. Teachers agree that cowboy boots should not be worn to school. They are awkward for running and climbing and they can hurt another child during active play. All children must wear closed toed shoes daily for their protection. **\*\*Label all clothing prominently with your child's name.\*\***

**JEWELRY:** Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Winterset Preschool & Childcare will not to be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Winterset Preschool & Childcare is not responsible for damage to or loss of and articles of clothing.

**TREASURES AND POSSESSIONS:** Each child has a specially marked "cubby" for jackets, extra clothes, and nap blankets and most treasured art projects. Please check your child's cubby each day to take home items that need not remain at school. Sometimes, children need to bring special toys or new-found treasures to school to use as a "bridge" between home and school. On these occasions we will work with you and your child to make it a positive sharing experience. Past experience has shown us that lots of toys from homes create many problems at school. We have a wide variety of materials as well as many

opportunities to work on sharing at school. We encourage you to encourage your child to leave personal belongings at home. **IMPORTANT:** There are four things we feel strongly must remain at home - guns, gum, candy and money.

**FOOD:** Winterset Preschool & Childcare does not currently serve food. Parents must pack a lunch with a drink. Winterset Preschool & Childcare does not heat up food of any kind. Please ensure that your child's lunchbox has an ice-pack and utensils as needed. Parents may bring breakfast for their children provided the arrival time is before 8:30 a.m. Food must be simple and self-serving (e.g., yogurt, breakfast bar, dry cereal, fruit). The teachers are not responsible for preparing breakfast. Parents are responsible for bringing their child's lunch. We ask that all foods are prepared in child size portions, cut-up/sliced/peeled and in non-breakable containers for easy and safe eating. All lunch boxes, bags and thermoses need to be labeled on the outside with the child's first and last name. A well balanced lunch should consist of the following: protein source such as meat, poultry, fish, eggs, cooked dried beans or peas, cheese or peanut butter; 2 vegetables, 2 fruits or 1 fruit and 1 vegetable; grain: cereal, whole grain or enriched bread product, crackers, or pasta; dairy product. We do provide two nutritional snacks a day. Once during the am and then when the children wake up from a nap we give them another.

**DIAPERS & POTTY TRAINING:** Parents must supply diapers and wipes for their child(ren). We do not keep extra diapers on hand please check daily to make sure your child has enough diapers in their cubbies. We try not to share other diapers with your children in case they have a reaction to a certain brand. Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful. We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage--especially in a hurry! While potty training, parents are to provide lots of underwear, socks, and outer clothing.

**Infants:** Once your infant turns one we will slowly start getting them adjusted to their new classroom and teacher. At this time we will also start weaning them from their bottles and pacifiers. You will need to start sending them with a cup labeled with their first and last name on them. They will also need a nap mat for sleeping.

**SICK POLICY:** Our well child policy states that your child has to be symptom free for 24 hours. This precaution helps keep cold, viruses, and other illnesses from spreading throughout the center. We want to do our best to keep the center healthy.



### Symptoms requiring removal of child from day care:

- Fever: Fever is defined as having a temperature of 101°F. (A child needs to be fever free for a minimum of 24 hours before returning to daycare, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- Sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24 hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous/productive coughing.
- Runny nose (other than clear), draining eyes or ears.
- Red, itchy eyes
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

If you are called to come and pick up your child, we ask that you arrive within one hour of being notified. Some instances may require a doctor's note before returning.

**MEDICATION:** Winterset Preschool & Childcare does not administer medication of any kind, with the exception of life saving types, such as an epi-pen. If your child is prescribed an antibiotic, please make sure it is prescribed in a manner that allows you to administer it at home. Winterset Preschool & Childcare administration and staff will not administer medication through nebulizer treatments but you may come to school and administer the treatments in a designated area. Non-prescriptive medication cannot be given, such as: Tylenol, cough medicine, nose drops, etc.

**Emergency Plan:** In the event of an emergency/incident, Winterset Preschool & Childcare staff shall notify the necessary agency by utilizing the phone numbers listed on the bulletin board and distributed to each staff member at the time of their employment. In a

life or death situation 911 shall always be contacted first. The director of the facility is to be immediately notified of any and all incidents involving a child, parent or staff member. Any incident or unusual occurrence that is threatening to the health, safety, or welfare of the children, staff or volunteers must be documented in an offense/incident report and the director shall immediately be notified on the date of the offense. No member is authorized to release information to the press/media or unauthorized personal without the director and parents/legal guardian's consent.

In the event of an incident involving a **lost/missing child**, law enforcement shall be immediately notified and Winterset Preschool & Childcare will go into a lockdown mode. All children will be accounted and the facility shall be searched by staff for the lost/ missing child. Any information and assistance law enforcement request will be supplied upon their demand. The Director of Winterset Preschool & Childcare along with the parents/legal guardian(s) of the child will be immediately notified as well. Staff shall begin searching the surrounding areas with one member waiting and assisting law enforcement upon their arrival. The search shall include both an internal and external search of the facility with surrounding locations. This search will include any place a child may hide, fall, sit or lay, or fit their body into. All remaining children at the daycare will remain inside of the facility at a safe location under staff supervision. An offense/incident report will be completed by the end of the shift by staff members involved. The Department of Children's & Families and Early Learning Coalition will be notified when the time permeants but shall be completed on the same date of the offense within a timely manner. No member is authorized to release information to the press/media or unauthorized personal without the director and parents/legal guardian's consent.

In the event of **suspected maltreatment or abuse of a child**, Law Enforcement, the Department of Children & Families, Early Learning Coalition and the Director of Winterset Preschool & Childcare will be notified immediately. The parent/legal guardian will be notified **only** if they are not the suspected abuser. In the event the parent/legal guardian is the suspected abuser, the staff shall **NOT** notify the parent but will follow the above listed personal to notify. Any and all information requested by law enforcement, the Department of Children and Families and the Early Learning Coalition will be supplied upon their demand. An offense/incident report will be completed by the end of the staff members shift on the date of the offense/incident. No member is authorized to release information to the press/media or unauthorized personal without the director and parents/legal guardian's consent.

In the event of an **injury or illness requiring hospitalization or emergency treatment of a child**, Staff members shall immediately notify and request emergency medical treatment by calling 911 and providing the necessary information to the dispatcher. If the staff member is certified and CPR is needed to save the life of a child the staff member shall perform CPR until relieved by first responders or another staff member who is also certified. Upon the arrival of EMS, a copy of the child's enrolling application and any medication/medical forms shall be provided. The parents or legal guardian, Director of the facility, The Department of Children and Families and The Early Learning Coalition shall also immediately be notified of any and all issues involving a child requiring medical treatment. All remaining children will be immediately removed from the area of an incident requiring medical treatment or death and remain in a safe location out of view until otherwise directed. If the child is transported to a medical facility a staff member will go to the facility with the child and remain there until the arrival of the child's parent or legal guardian or until relieved by the director of the facility. If possible the child's Primary Care Physician shall also be notified. An offense/incident report shall be completed by staff members by the end of their shift on the date of an incident. No member is authorized to release information to the press/media or unauthorized personal without the director and parents/legal guardian's consent.

In the event of a **death involving a child or staff member**, staff shall comply with the policies and procedures of this manual. No member is authorized to release information to the press/media or unauthorized personal without the director and parents/legal guardian's consent. If the death occurred at the facility members **shall not** take photos, shall not disturb the decedent's body/crime scene. All members shall remain on scene unless medical attention is required. All personal that are at the facility, if a child or staff member does die shall remain on scene until released by law enforcement and/or the director of the facility. Law enforcement shall immediately be notified along with the parents/legal guardians, the Department of Children & Families and the Early Learning Coalition. If life saving devices such as an Automated External Defibrillator (AED) is available and staff members are certified in using such device the member shall use the device along with CPR until relieved by first responders. All remaining children will be immediately removed from the area of an incident requiring medical treatment or death and remain in a safe location out of view until otherwise directed. Counselors will be available to all staff and children at the site throughout the following days. All parents of the remaining children shall be immediate notified of the situation when time permits. A letter will be sent home with each child by the end of the day providing information the director releases, which includes counseling services. This letter will have information

provided by DCF but shall not release any information if an active law enforcement investigation is still being conducted and handled by law enforcement. All members will comply and cooperate with law enforcement, The Department of Children and Families, The Early Learning Coalition and any other government entity conducting an investigation into the incident. The decedent's name shall not be released to anyone other than law enforcement, DCF, The Early Learning Coalition and other authorized personal unless given permission by the director of the facility. No member shall contact the family of the decedent without the director's consent.

Staff shall be trained on how to handle the **presence of a threatening individual who attempts or succeeds in gaining entrance to the facility**. The procedures include immediately notifying law enforcement by calling 911, while locking down the facility. All children should be moved to a safe area as designated in the lockdown procedures. If the intruder is outside a member shall remain on the phone with law enforcement as long and as safe as possible providing law enforcement with the suspects information. At no point shall the intruder be let into the facility by any staff member. If members are on the playground when an intruder is present, the children shall safely be moved back into the facility or to a nearby business if gaining access to the facility cannot safely be achieved. The member on the playground shall contact the law enforcement and the facility. An offense incident shall be completed by the end of the day by each staff member and all members will cooperate with law enforcement and DCF personal and the Early Learning Coalition while investigating such matters. All parents/ legal guardians will be notified of an incident such as this by telephone, in writing or in person when time permits by the end of the work day. The Department of Children's & Families along with the Early Learning Coalition shall be notified when it is safe to do so. No member is authorized to release information to the press/media or unauthorized personal without the director and parents/legal guardian's consent.

#### **DISCIPLINE:**

Unfortunately, there are sometimes reasons we have to ask a child to be removed from our program either short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

#### **When A Child Is Having A Problem In The Classroom**

- Staff will try to redirect the child from negative behavior.

- Staff will reassess classroom environment, appropriateness of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will always consistently apply consequences for rules.
- Child will be given verbal warning.
- Child will be given time to regain control.
- Child`s disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation.
- No physical discipline will occur or be administered by any staff member at Winterset Preschool & Childcare. This includes any rough or harsh handling of a child such lifting or jerking by one or both arms, pushing, forcing or restricting movement; lifting or moving by grasping clothing; covering a child's head or any form of physical corporal punishment.

### **Schedule of Expulsion**

- If after the remedial actions above have not worked, the child`s parent/guardian will be advised verbally and in writing about the child's or parents behavior warranting an expulsion. An expulsion act is meant to be a period of time so that the parent/guardian may work on the child`s behavior or to come to an agreement with the school.
- The parent/guardian will be informed regarding the length of the expulsion policy.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.

### **Parental Actions For Child's Expulsion**

- Failure to pay/habitual lateness in payment.
- Failure to complete required forms including the child`s immunization records.
- Verbal abuse to staff.

- Parents threaten physical or intimidating actions toward staff members.

### **Child's Actions For Expulsion**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outburst.
- Ongoing physical abuse to staff or other children.
- Excessive biting.

### **A Child Will Not Be Expelled**

If a child's parents/legal guardian:

- Made a complaint to the Office of Licensing regarding a school's alleged violation of the licensing requirements.
- Reported abuse or neglect occurring at the school.
- Questioned the school regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

### **Shaken Baby Syndrome/Abusive Head Trauma (SBS/AHT)**

We (Winterset Preschool & Childcare) believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaken may only last a few seconds but can result in severe injury or even death. According to Florida's Department of Children & Families (DCF) rules and regulations all child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT.

#### **Recognizing:**

- Children are observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness,

difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/ sucking, no smiling or vocalization, inability of the eyes to track and /or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

- **Responding to:** If SBS/ABT is suspected, staff will:
- Call 911 immediately upon suspecting SBS/AHT and inform the director. Call the parents/ guardians.
- If the child had stopped breathing, trained staff will begin pediatric CPR and continue until relieved by first responders.

### **Reporting:**

- Instances of suspected child maltreatment in child care are reported to the Director, the Department Of Children & Families and Law enforcement.
- Instances of suspected child maltreatment in the home are reported to the Department of Children & Families and Law Enforcement.

### **Prevention Strategies to assist staff in coping with a crying, fussing, or distraught child**

First determine if the child has any physical needs such as being hungry, tired, or sick. If no physical need is identified, staff will attempt one or more of the strategies outlined in the staff handbook or reviewed by the director during staff training opportunities.

Behaviors that are prohibited will be included in the staff training. All staff will take training on SBS/AHT from the training courses offered by the Department of Children and Families web page. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment as well as brain development of children up to five years of age.

Parents may check with the Director for a list of resources.

This policy applies to children up to five years of age and their families, operators, and all staff members that are employed at Winterset Preschool & Childcare.

- **Communication with the staff:**
- Within 30 days of adopting this policy, the school shall review the policy with all staff that provides care for the children up to five years of age.
- All current staff members and newly hired staff will be trained in SBS/AHT by taking the class offered by the Department of Children & Families.

- Staff will sign an acknowledgement form that includes the individual's name, the date the school's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgment.
- The school shall maintain the SBS/AHT staff acknowledgement form in the staff members file.

#### **Communication with Parents/Guardians**

- Within 30 days of adopting this policy, the school shall review the policy with the parents/guardians of currently enrolled children up to five years of age. Parents are invited to ask questions or express concerns.
- A copy of the policy will be put in the parent handbook and posted on the parent board in the front office for all parents to review.
- Parents/Guardians will sign an acknowledgement form that includes the child's name, date the operator's policy was given and explained to the parent, parent's signature, and the date the parent signed the acknowledgment.

The school shall keep the SBS/AHT parent's acknowledgement form in the child's file.

**Effective Date:** January 4, 2018



**Director:** Please be sure to come to the director with any questions or concerns that you may have. The teachers are extremely busy doing what they do best loving your babies. Sometimes they may forget to let the director know the issue that you may have and we would like to make sure that we take care of all of your needs if possible. Your children are our number one priority here at Winterset Preschool and we absolutely appreciate you choosing our center to take care of them.

**CONTACT US:** Website: [Hppreschool.com](http://Hppreschool.com)

Email: [Director@HPpreschool.com](mailto:Director@HPpreschool.com)

Phone: 863-662-4723



**POLICY AGREEMENT:** Please carefully read, sign, and return the following form to the center director: I have read the High Pointe Preschool & Childcare Parent Handbook and agree to abide by all the policies and procedures therein. I agree to pay the tuition amount and understand that it may change depending on schedule and rate adjustments.

Start Date \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for selecting Winterset Preschool & Childcare as your child care provider.