

WELCOME TO
THE
CREATIVE CENTER
FOR YOUNG CHILDREN



PROGRAM OVERVIEW

Please use the content of this handbook to familiarize yourself with CCYC's program and policies. If you have questions, please do not hesitate to ask.

HISTORY OF CHILD CARE AT CCYC

Creative Center for Young Children first opened its doors in August of 1990. It began with only 6 children and 3 teachers in one classroom. The purpose was to provide the downtown worker and their family quality child care. Ms. Bette Donovan founding Director with the help of the First United Methodist Church Committee created CCYC with its emphasis on the Fine Arts. Slowly the four classrooms were added as children started joining. Currently CCYC has a capacity of 75 children and 16 staff.

In October 2005, CCYC became accredited by the NAEYC (The National Association for the Education of Young Children). This national accreditation means that we have undergone rigorous self study and have been observed by a NAEYC early childhood professional to review and assess our program to insure that we provide a high quality early childhood program for the children in our care. Our accreditation expired October 2010 and we are currently in the process of reaccreditation. We continue to operate under NAEYC's standards.

CCYC PURPOSE

Our purpose as an outreach of the First United Methodist Church is to create a positive learning environment with an emphasis on the fine arts. Our curriculum is developmentally appropriate and enhances each child's growth physically, cognitively, socially and emotionally.

CCYC PHILOSOPHY

What sets CCYC apart from all the rest? In addition to the program that emphasizes the fine arts, we approach every day with imagination, innovation and, most of all, fun! Studies have found that learning improves when children are engaged in an enjoyable and meaningful activity. Our curriculum includes a variety of intriguing activities that stimulate early brain development with a focus on creative play. Although it may all look like kids having fun, it's also learning in action. It's just another way that we make sure your child gets the most out of his or her CCYC experience. Additionally, we spend time just listening to and talking with students. This type of positive interaction encourages the development of emotional, language, and social skills and enhances the development of a positive self-esteem. We also provide opportunities for each child to develop personal interest at his or her own pace. To ensure that children at CCYC are kept interested, excited, and engaged in learning, we've incorporated outstanding preschool curriculums that are just the right fit for your preschool child as well as enrichment programs for your school-age child.

FIRST UNITED METHODIST CHURCH CHILD CARE PROGRAM

The Creative Center for Young Children is an outreach program of the First United Methodist Church. We observe religious concepts by saying grace before eating and celebrating the Christmas and Easter holidays. The Center is governed by the CCYC Committee, which consists of 9 members of First United Methodist Congregation and the Director of CCYC. The Committee is controlled by the church bylaws and follows Robert's Rules of Order for conducting business.

STAFFING

Connie McFarlin has been the Director of CCYC since September 2005. Connie has a BA in Elementary and Early Childhood Education from Central College in Pella, IA. Prior to becoming the director, Connie worked for CCYC for 3 years as a lead teacher in the Bach room and then as the Curriculum Coordinator.

Lead Teachers have a Bachelor's Degree in Early Childhood Education or a related field. They also must have two years or more experience working with children in a group setting and be able to meet all state licensing requirements.

A Teacher Associate must have a minimum of a CDA or currently enrolled in a CDA program, be at least 18 years of age, and have a minimum of one year child care experience and be able to meet all state licensing requirements.

The staff is a unique aspect to the center. The center staff strives to provide the highest quality of child care for the children in their classroom. We staff an additional staff person in the classroom through the 9:30 - 3:30 PM hours. This provides opportunity for enhanced child –adult interactions and learning for the children at CCYC.

CCYC STANDARDS

Specific standard have been developed by CCYC staff to assure quality care and work environment. These standards are:

- 1.) To be cooperative and work as a team for the child, parents and staff.
- 2.) To respect each other as individuals with unique differences.
- 3.) To communicate effectively, to children, staff, and parents.
- 4.) To teach positive social, emotional, physical and cognitive development in children.
- 5.) To provide a nurturing, flexible and calm environment.
- 6.) To accept growth as a continuous and progressive process.
- 7.) To help develop a healthy child with self-esteem, trust and respect.
- 8.) To reward positive behavior whenever possible instead of negative behavior.
- 9.) To provide each child with a wide variety of age appropriate activities that develops imagination, inventiveness and resourcefulness.

GENERAL INFORMATION

CLASSROOM ATMOSPHERE

A clean, spacious, age appropriate environment is organized into learning areas for children to move freely to choose what they would like to do for a certain period of time.

We suggest you bring into the classroom:

- A blanket, small stuffed animal (that fits under the child's arm) and pillow are options for naptime.
- A spare change of clothing including pants, shirt, socks, underwear, and shoes.
- Chapstick and hand lotion for dry weather.
- CCYC does not allow toys from home, unless requested. We always welcome a favorite book to share during story time.

FAMILY INVOLVEMENT

CCYC provides many opportunities for family participation.

CCYC GENERAL CALENDAR OF EVENTS

August – Fall Parent Orientation Night – meet the teachers.

September – Grandparents Day Ice Cream Social

October – Fall Festival – This is great chance to meet other families! Activities include a family dinner, crafts, costume contest & prizes for children and their families, games in the classrooms, trunk or treating in the parking lot, and student performances by each classroom. Be sure to bring the camera or camcorder!

November - Combat Hunger Food Drive benefits the Food Bank of Iowa

December –Parents Night Out – This is an opportunity to get some holiday shopping done without your kids.

- **Toys for Tots Toy Drive**

- **Lunch with Santa** – This is a special holiday luncheon with treats and visit from Santa.

January – Parent Teacher Conferences

February – Kindergarten Readiness Event –

This event is for all families within CCYC and gives you the opportunity to listen to teachers/representatives from several area public, private and parochial schools. You don't want to miss this informative event!

March – Art Auction – This is our once a year fund raising event consisting of a live and silent auction of children created art pieces as well as donated pieces of artwork and items or services from local businesses.

April – Celebration of the Arts Night - This showcases each student as a featured artist and transforms our gym into an art gallery. We have a family dinner, student slide show, student performances by each

classroom, and a Scholastic book fair.

May – Parent Teacher Conferences

Teacher Appreciation Week – Celebrate those that help our children grow!

Breakfast with Mom – Breakfast with mom, grandma or that special woman in the child's life.

June – Breakfast with Dad – Breakfast with dad, grandpa or that special man in

August – CCYC Pool Party – We rent the Northwest Aquatic Center and have a huge splash of a time.

Parents are always welcome to have lunch at the center, just be sure to notify the teachers or the office in order to set an additional seat for lunch.

PARENT ADVISORY COMMITTEE (PAC)

The mission of the Parent Advisory Committee (PAC) is to assist strong parent/guardian involvement and support CCYC. The PAC is a committee of parents/guardians who meet to discuss topics related to the care of their children at CCYC. All parents/guardians are welcome and encouraged to participate.

The PAC plans and coordinates staff appreciation in December, organizes the Art Auction fundraiser, and organizes the teacher appreciation week in May. The PAC also assists and supports other functions that are planned by staff. The meetings are held once a month, on-site and they generally last an hour. Child care is provided during the meeting.

CLOTHING

Pre-school age children must have at least one complete change of clothing at the Center. Each item must be permanently marked with the child's name. If no clothing is provided, available Center clothes will be used with the name of the Center written on them. Clothing borrowed from the Center must be washed and returned to the Center as soon as possible.

Parents/guardians with a child who is not potty trained must provide the Center with adequate supply of disposable diapers and/or training pants for their child. Baby wipes and diaper creams/ointments must also come from home. (The ointments will require a signed medication sheet on a month-by-month basis). The staff will remind parents/guardians when their supply is low.

Clothing worn to CCYC must be appropriate for the weather, and for the Center activities. Children should be dressed in comfortable clothing, which is washable. The staff will not exclude a child from an activity because clothes may become soiled. During winter months, PLEASE send hats, mittens, boots, and snow pants when applicable. Footwear as well should be appropriate for the weather and activities. Flip flops are not allowed. Sandals with back straps are required so that children may fully participate in all activities. During the

summer months, please send swimsuits and towels, permanently marked with your child's name.

CLASS STRUCTURE

The children are enrolled in the classroom according to a combination of age and developmental factors. Listed below are the classroom names, approximate age grouping and brief developmental criteria needed in managing each class. A child who has not developed one or two of these criteria would not be held back from the next classroom if their overall ability and development indicated success in the next class. The ratios listed are the State of Iowa licensing requirements. When we are at full capacity typically from 9:30am – 3:30pm we staff with an additional teacher. It is during the drop off/pick up times that the class size naturally is diminished. We maintain all ratios and make efforts to exceed the state requirements.

Picasso: 2 - 3 year olds DHS Ratio 1:6 - Our Ratio 1:4 with 12 children in a classroom

These children, generally, need to be able to follow directions well enough to participate in group activities; begin to interact socially with other children; attempt to feed themselves using a spoon, fork, and a cup; function with only an afternoon nap, have an attention span of 5-10 minutes; and possess some self-direction. Children during this year will toilet train, but do not have to be ready to begin training when they enroll in the Picasso Classroom

Bach: 3 - 4 year olds DHS Ratio 1:8 - Our Ratio 1:6 with 16 children in a classroom

These children, generally, need to be able to use the toilet independently; be able to interact socially with other children; and have a minimum attention span of 10-15 minutes.

Mozart: 4 - 5 year olds DHS Ratio 1:12 - Our Ratio 1:7 with 19 children in a classroom

These children, generally, need to have independent toilet habits (including washing hands and flushing the toilet); have knowledge of basic shapes, have the ability to follow 3-4 command instructions; have the ability to cut with scissors; and have an attention span of 15-20 minutes.

Van Gogh 5 - 11 year olds DHS & Our Ratio: 1:15 with 29 children in 2 classrooms

This classroom is for children Kindergarten thru 5th grade from the Downtown School including care for before and/or after school as well as intercession breaks. They need to be able to follow safety procedures and directions while participating in CCYC activities.

Before a child is moved from one classroom to the next, the child's teacher and Director carefully evaluate the child's readiness. Next, we conference with the parents/guardians to gain their insight into their child's readiness to transition into the next classroom and when all are in agreement, the child is then transitioned over the course of a week to best prepare the child for the change in classrooms.

CURRICULUM

Our program emphasizes the Fine Arts and the teachers develop rich learning environments and use learning centers to create choices and child centered learning using the Creative Curriculum. The learning areas consist of, but are not limited to; blocks, open ended and hands on art, sensory - sand & water, computer, dramatic play, library, music & movement, outdoors, toys & games, discovery, and cooking. The learning areas are changed weekly or bi-weekly and develop from the theme that is being used in the room. Changing the learning areas adds variety and motivation and creates stimulation and creativity. Our curriculum provides a balance between teacher-directed and child-directed activities along with a sufficient balance of quiet and active play times.

SPECIAL PROGRAMMING

CREATIVE MOVEMENT

A daily Creative Movement session of 30 minutes per class per day for the preschoolers is included in your child's day. Creative Movement will combine music, imagination, rhythm, dance, and open space for children to experience moving their bodies in different ways. Many educational concepts can be learned through this process.

Monday & Tuesday – Music and Movement class taught by our lead school age teacher.

Wednesday – Spanish class taught by Liza Rogers.

Thursday – Yoga class taught by our lead school age teacher.

Friday - Dance class taught by Cathy Bergman of Iowa Ballet Academy.

Our music includes but is not limited to classical, soft rock, blues, jazz and children's classics. Ribbon wands, musical instruments from around the world, hula-hoops, and other props are used with the variety of music. Our favorite musical videos are also used to create flow, creativity and participation.

MOVEMENT

Children need large motor activity as much as they need a balanced diet to grow and stay healthy. The younger the child, the more opportunity for large motor activity is needed. CCYC offers many varied large motor experiences for each child. We offer 45 minutes each morning and afternoon per class for large motor opportunities on our playground or in our gymnasium. Some of these experiences include tricycles, climbing equipment, large building blocks, scooping and dumping sand and rocks, balls, running, scooter boards, balance beams, Frisbees, tumbling mats for tumbling, water sprinkler outside in the summer, as well as many large motor field trips that may include walking as our mode of transportation.

Children will be outside for large motor and fresh air at minimum once a day,

weather permitting. So please be sure to send weather appropriate clothing for your child. This includes cold snowy days. Please see Ms. Connie or your child's classroom teacher to see the weather chart that we use to determine acceptable weather conditions for outdoor play.

At an extra cost parents can enroll their children in "All Stars" a program that focuses on large motor skills and exploring beginning exercise. Please see the Director for more information.

OPEN ENDED ART EXPERIENCE

Art is not meant to be a teacher's sample for each child to "reproduce". This brings frustration, as young children obviously cannot produce one as nice as the teacher's. Repeated experience with basic materials and mediums gives children a chance to explore in depth, finding creativity that repeatedly give them joy or comfort. A paper your child may bring home may not look like much to you but behind it is: expression, experimentation, ideas, planning, feeling, creating, plus all the areas of development which are "growing" through this process. It is our goal to give children materials that will take any child's imprint and rejoice with the children over beauty and differences in their creations. The basic materials and mediums we will be using are paints, markers, crayons, chalk, blocks, bubbles, collage materials, cornstarch and water, and clay, to name a few.

COMPUTER SCIENCE

The Mozart classroom has access to a computer in their classroom. The programs used are educational and previewed by the teachers. Children explore the computer as a resource for learning and exploring concepts ranging from art, music, language, math, numbers, letters, and conceptual thinking.

PROGRAM POLICIES

ENROLLMENT PROCEDURES

CCYC operates from a waiting list for enrollment. As spaces become available, priority will be given to: 1.) Siblings of children already enrolled according to the received date on waiting list. 2.) Non-sibling children according to the date received on waiting list. Admission of children with special needs will be determined on an individual basis as qualified staffing permits.

Prior to enrollment parents/guardians will be given an enrollment packet containing all necessary forms and a copy of the parent handbook. All the following forms must be completed and returned upon enrollment to CCYC are necessary for each child's file and are mandatory through the Department of Human Services.

-Enrollment Form

-Medical Information

-Emergency Information

-Travel Permission Form

- Photo Release
- Family Questionnaire
- Parent Handbook Receipt
- Asthma Action Plan (if applicable)
- Food Allergy Action plan (if applicable)
- Current Physical
- Up to date immunizations record
- Blood Lead Level Screening
- Custody Order (if applicable)

A \$100 Family Enrollment Fee is due at the time of enrollment or before to secure a position in the center. Children of any race, color, religion, sex or national origin are eligible for enrollment.

HOURS

The Center is open 6:30 AM - 6:00 PM, Monday through Friday year round except seven major holidays. These include: Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Day, New Year's Day, Memorial Day, and the 4th of July.

INCLEMENT WEATHER

CCYC follows the downtown businesses in closing due to inclement weather. If the major businesses in downtown close, then we also close the center. In the event that we are closed due to weather we will leave a message on the CCYC message machine and contact WOI-TV, KCCI-TV, and WHO-TV to post the closing.

DROP OFF AND PICK UP

Families can use the driveway along the north side of CCYC and the Church to park. When parking for drop off and pick up please park on the south side of the driveway closest to the center to allow for other cars to pull in and out. Parking for a short while can be done in the Church parking lot if there is no other parking along the drive.

Any adult, other than the child's biological parent, adoptive parent, or court appointed guardians dropping a child off at CCYC or picking a child up from CCYC shall not be a registered sex offender per DHS regulations.

Sign in and sign out sheets are in your child's room. We require that each child be brought into CCYC by an adult who signs in the child and will see that a staff member takes charge of the child. Upon arrival, please have your child wash their hands as part of their sign in procedure to help prevent the spread of illness from home to school.

At the end of the day, the adult who picks up the child MUST sign out the child. We do not release children to anyone under the age of 18 years. Upon departure, please have your child wash their hands as part of their sign out procedure to help prevent the spread of illness from school to home. Please notify CCYC if someone other than you will be picking up your child. Please do not leave children unattended at any time. Any time that you take

your child out of the room, you will need to sign them out and then back in upon returning. This includes taking your child to lunch or for an appointment. If your child cannot attend on any given day, we ask that you call us by 9:00 AM.

BILLING

CCYC is a non-profit organization which operates solely on the tuition fees collected for each child. Therefore, it is essential that your fees are paid promptly and regularly. Payment for all days including vacation days, sick days, and all holidays are required in order to keep the child enrolled and hold their space. Tuition fees are revised annually. The current fee schedule is listed below:

Tuition Rates as of July 2nd, 2018:

Registration Fee = \$100 one time/family

Picasso = \$243/week

Bach = \$239/week

Mozart = \$229/week

Van Gogh Afterschool = \$112/week

Van Gogh Intercession = \$202/week

Van Gogh Daily Rate = \$44/day

ACH Payments – Automatic payments deducted on the 5th of each month from either your checking account, savings account, or credit card.

Picasso - \$1053.00/Month x 12 months

Bach - \$1035.66/Month x 12 months

Mozart - \$942.33/Month x 12 months

Van Gogh (After School only) - \$333.19/Month x 12 months

Van Gogh (Afterschool & Intercession Care – field trips included) - \$541.95/Month x 12 months

Weekly child care tuition fees are due each Monday for the week that care is provided. Checks or cash are to be put in the tuition drop box located above the fish tank in the entry way. Complete fees are due the first Monday of the month, if paying monthly. Complete fees are due regardless of the number of days in attendance. If tuition payment is not received by Wednesday at 9:00am, there will be a \$15.00 late fee added to your account. If fees for child care services become more than one week delinquent, we may ask for your child's removal from our care. It is to the discretion of the Director to make payment arrangements if your family has unforeseen difficulties.

A fee of \$35.00 will be charged for checks returned due to insufficient funds. If more than two checks are returned due to insufficient funds, future payments

will be required in cash.

When the Center is closed for a holiday and when families go on vacations, full tuition is still required. There are no special rates or reduction in fees, as staff receives pay for all days throughout the year.

VAN GOGH INTERCESSION BILLING POLICY

Intercession care is based on a first come first serve basis, with priority given to regularly enrolled Van Gogh students. Sign up is done in advance and you will be billed and responsible for paying for the days/weeks which you have reserved. If you need additional days once you have submitted your initial schedule, it may be available depending upon space available for those particular days. Regular afterschool tuition is billed for all holidays except Christmas Day, New Year's Day and the 4th of July. In addition, only scheduled days and days attended will be billed for intercession days that are partial school weeks, such as conference days or teacher in service trainings.

ACTIVITY FEES

Activity fees for field trips may be added to your weekly tuition check or cash placed in an envelope labeled with your child's name, field trip, and dropped in the tuition drop box. Please be sure to write the field trip name and your child's name on the memo line of your check.

LATE PICK UP FEES

For each minute late a child is picked up from the center past 6:00 PM, there will be an additional \$1.00 per minute charge. This charge will be added to your account. Repeated incidents of late pick up may result in termination of care.

OPEN ACCESS

Parents/guardians have unlimited access to their children unless parental contact is prohibited by court order.

WITHDRAWAL POLICY

If a child is withdrawing from the Center, written notification must be given to the Director two weeks before withdrawal. In a great majority of cases, withdrawal of a child from the center by a parent/guardian is due to reason such as relocation, child entering school, etc. However, we also recognize that not every situation is appropriate for every child. If, for any reason, this program is found to be unsatisfactory for any particular child, we will make every effort to discuss this with the parent/guardian in order to determine the cause. Sometimes, we can help the child make the adjustment. If this is not possible, the parent/guardian and/or Director may choose to terminate the arrangement on a timeline that is in the child's best interest.

DISCHARGE POLICY

Other reasons that may result in the termination of care are as follows:

1. Non-payment for child care services and/or lack of adherence to our tuition payment policies.
2. Lack of cooperation from parents/guardians with the program's efforts to resolve differences and/or to meet the child's needs through parent/guardian/staff meetings or conferences.
3. Abusive behavior and/or verbal threats by parents/guardians towards center staff or other parents/guardians. (Immediate Termination)
4. Parent/guardian disciplining, of children (other than their own) while at the center.
5. Child exhibits special needs or needs related to serious illnesses that are not possible to meet at the program. In this case staff will make every effort to involve the parents/guardians, and resource persons, in order to decide together the best course of action for the child, prior to any termination.

FIELD TRIPS

Field trips are considered an integral part of our learning curriculum and are scheduled throughout the program in each class. Field trips may be either walking trips or trips using CCYC transportation. Walking trips do not require written or verbal permission. All riding trips require written permission from parents/guardians before a child can participate. Teachers will provide a notice, and you will be able to give your permission on the classroom sign in/out sheet. Parents/guardians are always welcome on the field trips, and extra help is appreciated!

All classes take field trips regularly. Some include the downtown library, various city parks, the Des Moines Playhouse, Wesley Acres, as well as many local businesses and community organizations.

CHILD PASSENGER LAW

Bus harnesses are required by CCYC for all children weighing 40 pounds or less. Children over 40 pounds will be restrained on the CCYC bus by the bus' seat belt. Connie McFarlin is a Nationally Certified Car Seat Technician, please see her about more specific details pertaining to the CCYC bus or other questions pertaining to safely transporting children.

FOOD PROGRAM

**** CCYC is a nut and egg free environment****

All food is provided and included in our tuition fee. Our lunches are catered in each day by Hy-Vee. CCYC menus meet the USDA dietary and nutritional regulations required through the state. Menus are given to parents/guardians, are posted in the office and are posted in each classroom. Mid-morning and mid-afternoon snacks are also provided. A small breakfast is offered from 6:30 - 7:30 AM each morning. Birthday or special treats may be brought from home to share with the other children in the classroom provided that they are egg and

nut free.

CARE FOR CHILDREN WITH FOOD ALLERGIES

CCYC is a nut and egg free environment. We respect the dietary needs of all the children in our care and will not allow any products containing or contaminated with nuts or eggs in the center.

When children with food allergies attend CCYC, the following shall occur: Each child with a food allergy shall have a food allergy action plan (available in the office) prepared for CCYC by the child's doctor that will include:

1. Written instructions regarding the food(s) to which the child is allergic and steps which need to be taken to avoid that food.
2. A detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses, and methods of administration of any medications that the child should receive in the event of a reaction.
3. The food allergy action plan for the child will be kept in the child's file in the office as well as with the child's rescue medications and emergency information.

DIETARY MODIFICATIONS

For a child identified with medical special needs for dietary modification or special feeding techniques, written instructions from the child's parent/guardian and the child's doctor shall be provided in the child's record and carried out accordingly. If the dietary modification is a milk product allergy, then CCYC will provide soy milk as a substitute. If for a vegetarian diet, then special foods can be brought from home as a substitute for foods provided by the center. Substitute foods can be stored at CCYC and alternate food provided by the center are available when the substitute food is not brought from home.

COMMUNICATION

CCYC understands the importance of the joint efforts of the staff and the families, working together to best serve the needs of the child. Therefore, there are several ways for both staff and families to keep each other informed. They include, but are not limited to:

- Arrival and departure times, an opportunity for face-to-face interaction between parent/guardian and staff.
- Written notes and letters
- E-mails
- Phone conversations
- Arranged meetings

Staff is always willing to answer any questions, to help with any problems and/or concerns. Never hesitate to ask for our help. Be certain to always keep the office and teachers CURRENT with home address, workplace, and daytime

phone numbers, emergency contacts, including doctor, dentist, and hospital. Please keep the center informed of any changes in the home, so that we can better understand and help your child: marriage, separation, divorce, - relocating, hospitalization, death of family members, or pets, new siblings, etc. Please check the Parent Area located in each room for notices, information, menus, health alerts, etc.

CONFERENCES

Your observations are an important ingredient in the teachers' relationship with your child. Parents/guardians may arrange for a conference with staff at any time there is a need. We ask that problems or concerns be brought to the attention of the Director and/or the child's teacher. One on one conferences are scheduled each winter and spring. This is an opportunity to share our observations regarding your child's development. The Fall Parent Orientation Night is an opportunity to share information with everyone at once and is scheduled late in August. Teachers may also schedule conferences with parents/guardians as needed.

MANDATORY REPORTING OF CHILD ABUSE

All Creative Center for Young Children employees are Mandatory Reporters of Child Abuse, and are bound by the following:

Section 232.69 of the Iowa Code requires that every employee of a licensed child care facility or preschool facility, who, in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately contact the person in charge of the facility, or that person's designated agent. The person in charge of the facility or that person's agent is required to make the report to the Iowa Department of Human Services. The employee may also report the suspected abuse directly to the Department of Human Services. Section 232.70 of the Iowa Code requires that each report made by mandatory reporter, as defined in Section 232.69, shall be made both orally, and in writing. The oral report must be made by telephone or otherwise to the Department of Human Service within 24 hours of becoming aware of the suspected abuse. If the person making the report has reason to believe that immediate protection for the child is advisable, that person shall also make an oral report to an appropriate law enforcement agency. The written report must be made to the Department of Human Services within 48 hours after the oral report. By law, the oral and written reports shall contain the following information, or as much thereof, as the person making the report is able to furnish:

- A.) the names and home address of the child and his/her parents or the other persons believed to be responsible for the child's care;
- B.) the child's present whereabouts, if not the same as the parent's or other person's home address;
- C.) the Child's age;

- D.) the nature and extent of the child's injuries, including any evidence of previous injuries;
- E.) the name, age, and condition of the other children in the same home;
- F.) any other information which the person making the report believes might be helpful in establishing the cause of injury to the child, identity of the person or persons responsible for the injury, or in providing assistance to the child;
- G.) the name and address of the person making the report.

Legal sanctions for failure to report are as follows:

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

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be required in other situations. To report suspected child abuse call the county Department of Human Services 24-hours, toll free, at 1-800-362-2178.

UNAUTHORIZED ACCESS TO CHILDREN

CCYC allows visitors into the building based on a case by case basis and includes, but is not limited to the following: delivery persons, onsite presenters and trainers, visiting artists, persons touring the center, service persons, educational consultants, maintenance persons, and any other visitors permitted into the building is left to the discretion of the director, assistant director, or onsite supervisor. The center director or assistant director shall supervise by being in direct proximity with delivery persons, onsite presenters and trainers, visiting artists, persons touring the center, educational consultants, and any other visitors permitted entrance to the child care center when children are present. The center director or assistant director will monitor by periodically visually checking on service persons, maintenance persons, and any other persons doing work or tasks within the center when children are present in the facility. If the director or assistant director is not available, the assigned onsite supervisor will be responsible for supervising and monitoring the above mentioned persons. None of the above mentioned persons will have "unrestricted access" to the children of CCYC, meaning that a non authorized volunteer, employee, or contract teacher will not have contact with a child alone or be directly responsible for child care, of children for whom that person is not the parent, guardian, or custodian.

A sex offender who has been convicted of a sex offense against a minor who is required to register with the Iowa sex offender registry shall not be allowed on the property of the child care center when children are present, except for the

time reasonably necessary to transport the offender's own minor child or ward to and from the center.

CONFIDENTIALITY

Information about children enrolled in the Center is strictly confidential. Information about children may be communicated within the Center only on a "need to know" basis. Any staff member who is asked about child information should refer the person to the Director.

GUIDANCE AND DISCIPLINE

The key to effective guidance and discipline is consistency. Our staff strives to be as consistent as possible. We use a positive reinforcement approach to support and to guide each child. Our staff works to maintain an age appropriate, child-oriented environment, which meets each child's developmental needs. Our program staff contributes to each child's development of self control and self discipline.

We view guidance of children as a partnership, involving trust, respect, and concern, between staff and parent/guardians. Regular staff communication, along with documented observations, will keep each parent/guardian informed of how children are interacting and getting along at CCYC.

Our expectation is that each child functions in his/her room at an age-appropriate level, demonstrating appropriate social skills with peers and with staff. There are certain behaviors, which are appropriate at our Center and some, which are inappropriate. Some examples of inappropriate behavior include: Hitting, biting, spitting, kicking, abusive language, throwing objects, leaving the Center or assigned area without staff approval, willfully destroying property, stealing, temper tantrums, provoking other children by teasing or screaming, unwillingness to follow staff directions, or the child's inability to control his/her own behavior.

Staff members take preventative measures to reduce the occurrence of discipline problems. Some of the measures include: Establishing meal, snack, rest and toileting routines that do not allow children to become too tired, hungry, or uncomfortable; maintaining ratios sufficient to attend to the individual needs of children; ensuring that there are adequate toys, material, and learning opportunities available; and paying attention to the arrangement and organization of the classroom.

The center uses a continuum of strategies in working with children. We encourage children's appropriate behavior. Through the use of these strategies, children are given the opportunity to change inappropriate behavior. If inappropriate behavior continues, children are given choices in how to comply with the expected behavior.

The strategies used include the following: Stating the expected behavior,

restating the rule, ignoring inappropriate behavior, positive attention, cues to signal interference, positive reinforcement, redirection, setting limits, facilitating self regulation, negotiation, choices, encouragement, separation, natural and logical consequences, affirming feelings, time-out. The staff's use of these strategies is based on knowledge of the child and the situation.

If inappropriate behavior is a continuing disruption to the regular functioning of the classroom, the child is removed from his/her area and placed under the care of a staff person who follows through with time-out procedures. The child and the staff person determine when that child is ready to return to the group.

An employee of Creative Center for Young Children must not use:

- A.) Corporal punishment, including spanking, slapping, and shaking.
- B.) Punishment which is humiliating or frightening or which causes pain or discomfort to the child. Children shall never be locked in a room, closet, box or other device. Mechanical restraints shall never be used as a form of discipline.
- C.) Punishment or threat of punishment associated with a child's illness, lack of progress in toilet training, or in connecting with food or rest.
- D.) Verbal abuse, threats, or derogatory remarks about the child or the child's family.

GUIDANCE AND DISCIPLINE PROCEDURES

Restate the rule, and state the expected behavior. The rule and the expected behavior should be the same. State the rule positively: "We build with the blocks." "We keep our feet on the floor."

Ignore inappropriate behavior when possible. However, there are some behaviors, which cannot be ignored, such as the child's hurting himself/herself, or others, or damaging property. If the behavior is an attention-getting behavior, such as a temper tantrum, ignore the child. If the behavior cannot be ignored, such as the destruction of materials, then intervene -- giving the least amount of attention possible to the child -- while maintaining positive interaction with the other children.

Give positive attention. Talk with and listen to the children about what they are doing. Tell them you like what they are doing. Praise the children who are behaving in a positive manner.

Signal interference. Sometimes, a simple non-verbal communication can bring a child back to task: Making eye contact, a gentle touch on the head, shaking your head, "no".

Redirect: Have the child go to an area away from the problem area, activity, or child. Redirect the child to a similar activity. Give the child the opportunity to try again in a short period of time.

Setting Limits: Children are aware of the classroom rules which protect the health and safety of all the children. Rules are clear-cut and are followed on a consistent basis. If children do not follow the classroom rules, they understand the consequences.

Facilitating self-regulation: Staff guide children to resolve conflicts and model skills that help children to solve their problems, rather than imposing a solution.

Negotiate: Meet the needs of the child while maintaining the rules. Tell the child what he/she can do. Acknowledge the child's feelings and needs. "I can see that you are angry, and that you don't want to pick up the blocks, but it is clean up time, and we have to pick up the blocks so that we can have story-time. I will help you."

Give a choice: Choice is a positive guidance technique when the child is given a choice of two positive alternatives to inappropriate behavior. Example: A child is throwing sand out of the sand table. The child is given a choice to leave sand in the sand table, or to go to the art center to draw a picture. If the child chooses to go read a story, (making his/her own positive choice), it's OK. It's a win-win situation, and no power struggle occurs.

Encourage cooperation: When a conflict arises, give the child a hands-on way to show that his/her turn is coming. Example: Use a timer, list, or some other reminder.

Separation: Separate children who are having difficulty getting along with each other, or having difficulty establishing self-control when next to each other.

Natural and logical consequences: The type of discipline used should match the problem behavior. "You dumped water on the floor. Here is a towel, you can wipe it up."

Affirm the child's feelings: Acknowledge the child's feelings, and help the child meet his/her needs by suggesting appropriate alternatives. Example: "I can see that you are angry, but I won't allow you to hurt Tim. You can ask Tim for the toy, or you can find something else to do until he is finished with that toy."

Time-out: The purpose of time-out is:

1. to give the child time to regain self-control, or
2. to give the child time to modify a specific behavior.

TIME-OUT PROCEDURE

- Explain to the child, or have the child explain to you, why he/she is in time out.
- Explain what they could have done instead.
- Place the child away from the group in an un-stimulating area.

- Do not give attention to or talk to the child in time-out. If he/she yells at you, etc. pay no attention to the negative behavior if possible.
- If the child does not stay in the designated area, say nothing, take the child back to the designated area and sit with the child. When the child calms down, again explain to the child why he/she is in time out and help the child identify more appropriate behavior. The maximum length of time in time-out is not to exceed ONE-MINUTE PER YEAR-AGE of the child; anything in excess of this is humiliating and inappropriate for the child, and serves only the needs of the adult in charge. Time-out begins when the child can sit alone, quietly. (It is not always necessary to use the maximum time limit.)
- When time-out is ended, praise the child for correct behavior in completing the time-out. Do not hold the time-out against the child. Cots in the classroom cannot be used for time-outs.

INTERVENTION POLICY

All children need and deserve the right to an environment which promotes a positive self-concept, a sense of the world as safe and secure, and provides opportunities for the development of individual interests and talents.

It is our policy that if CCYC staff finds that a child needs specialized outside professional help in order to benefit from our program, then the following guidelines are used when intervention seems appropriate:

1. Staff will conference with the parents/guardians to problem-solve the child's need.
2. If the child's difficulty continues, the staff, and director will conference with the family to develop a plan involving CCYC, the child and the family, and an outside specialized professional resource if necessary.
3. A timeline will be established and adhered to to meet the needs of the child and CCYC. If the timeline involves a professional resource, the cost of the professional service will be the responsibility of the family.
4. If the CCYC staff and director decide that the plan and timeline have not been successful for all involved, enrollment must end.
5. Families required to leave the program will be so notified and the decision of the Center will be final.

BITING POLICY

Biting is a common, age appropriate behavior in young children birth to 3 years of age. To understand biting we must understand the developmental reasons behind this behavior. Biting is a way that children communicate their needs and wants. A child might bite because their needs are not being met or coping with a challenge or a stressor. The teacher's positive, nurturing relationship with the children in their care is essential to successful guidance in the classroom and prevention of behaviors, such as biting. By knowing and understanding the children's needs and temperament in their care, the teachers can anticipate and prevent potential behaviors from occurring. The teacher's planning of

appropriate activities and transitions highly minimizes undesired behavior. If a child is bitten, teachers will immediately comfort and aid the child who has been bitten. The teacher will make sure the rest of the children are safe and then use a firm, calm voice to address the biter. Once the bitten child has calmed down and no longer requires the teacher's attention, the teacher will calmly speak to the child who bit about their behavior and how they can handle the situation differently next time. The teachers observations of the biter will lead to coping skills being cultivated and taught to the child on a one on one basis as well as to the group as a whole as they most likely will benefit from these lessons as well.

If a child bites another child or a teacher, the parents/guardians or each child will be notified either via phone or upon pick up in writing if the bite did not break the skin. The bite will be washed with cool water and soap and patted dry. An ice pack will be applied to reduce swelling and relieve discomfort. If the bite broke the skin, the child's parents will be notified immediately via phone by the teacher. If the bite broke the skin, the biter will be assisted in rinsing their mouth out with cool water to reduce the exposure to blood other than their own and of infection by blood transfer. The biter's parents will also be notified immediately via phone about the potential risk of infectious disease exposure.

A confidential written accident/incident report will be documented and given to each party to be signed. Confidentiality rules apply and parents/guardians may not be informed by the staff who the biter or the bitee is. Recording accidents/incidents gives teachers valuable information about the children and the environment in which the behavior occurred. This information will be used to evaluate and change the classroom as necessary. Teachers will also provide parents/guardians parent articles on the subject of biting, child development, and developmentally appropriate practices in regards to staff response to the biting.

Children cannot and will not be kept apart all the time. At CCYC, we cultivate an atmosphere and environment of friendship and kindness. If a child is a repeat biter, the teachers will position themselves proximally close to the biter at all times to prevent, remind, and redirect the child. Whenever possible, every effort will be made to prevent an incident of biting from occurring.

HEALTH AND SAFETY

BLOOD BORNE PATHOGENS POLICY

Gloves shall be worn as a standard universal precaution to protect the employees and children when, but not limited to, changing diapers, cleaning up vomit or blood spills, administering first aid, preparing food, assisting a child clean themselves after using the toilet, and any time that blood, feces, and/or

vomit are present. If gloves are not available, the use of other plastic or absorbent material may be used in order to clean or provide first aid to a person maintaining a layer between the body fluid and your skin.

INFECTIOUS DISEASE CONTROL POLICY

Children and staff will wash their hands upon entering the center for the day and when leaving the center for the night, when changing to another classroom to care for a different group of children, after blowing or wiping noses, after touching their eyes, going to the bathroom, after changing diapers, before and after eating, after playing outdoors or in the gym, before preparing meals and handling food, after handling pets, before and after playing in sensory tables and whenever hands are soiled to prevent the spread of infection to self or others.

Toys are cleaned by a process of submerging toys in a DHS approved sanitizing bleach water solution (2 tsp. concentrated bleach per gallon of water) or washing them in the dishwasher allowing them to air dry. Tables, chairs and other washable furniture are washed with warm soapy water and sprayed with a DHS approved sanitizing bleach water solution (2 tsp. concentrated bleach per gallon of water) and allowed to air dry for a minimum of 2 minutes. This process is used when preparing tables for lunch, after playing at the tables, and doing any table top activity. Stuffed toys, dress up, community pillows and blankets will be washed on a regularly scheduled basis based on the frequency of use.

MEDICATION

Prescription medication must be in the original container in which the medication was dispensed. Information on the label will include the child's name, the doctor's name, the date of prescription, the name of the medication, prescribed dosage, and any restrictions. For your convenience, please ask the pharmacist to divide the prescription into two containers when possible: one for home, one for the Center. Parents will be responsible for transporting medication back and forth if there is only one bottle.

Non-prescription (over the counter) medications must be accompanied by a doctor's order for administration, have the manufacturer's label intact, have a current expiration date, must bear the child's name and the date that it was brought into the center. The only exceptions to the over counter medication rule are for diaper ointment, hand lotion, chap stick, bug spray and sunscreen. These items are still considered medications and require a medication sheet filled out by the parent/guardian in order for the staff to apply them to a child. All medications must be stored so that they are inaccessible to children. Parents/guardians must sign a medication sheet for each child and for each medication. Medication sheets must be for the current month, have the child's name, name of medication, route of administration, dosage, dosage-time, and

parent/guardian signature, and date. If medication sheet is not signed, medication will not be administered.

SUNSCREEN POLICY

During April through October, sunscreen supplied by the parent/guardian will be applied to all children enrolled at CCYC at least 30 minutes prior to sun exposure. If parent/guardian desires lip balm containing SPF for their child, they should notify the classroom teacher and document this on the Seasonal Sunscreen/Lip Balm Authorization Form.

**Sunscreen will be applied during the months of April through October.

**Parent/guardian must sign the Seasonal Sunscreen/Lip Balm Authorization form authorizing staff persons to apply sunscreen and/or lip balm to their child prior to outdoor activities.

**Sunscreen with 50 SPF or higher must be provided by the parent/guardian.

- must supply the product in its original container and clearly label the product with the child's name.

- No combination sunscreen/insect repellent will be allowed to be applied to any children in care at CCYC. Separate Insect Repellent (DEET free strongly recommended) is required from the sunscreen.

- Must sign the Seasonal Sunscreen/Lip Balm Authorization form:

 - >>authorizing staff persons to apply sunscreen and/or lip balm to their child prior to outdoor activities.

 - >>stating their child is not allergic to any of the ingredients in the sunscreen or lip balm.

- Staff will document the application of Sunscreen and/or Lip Balm to each child by signing their initials on the Seasonal Sunscreen Authorization form next to the time and under the corresponding date that the sunscreen was applied. If the box under the corresponding time and date are blank, this indicates that no sunscreen was applied either due to absence or not needed based on outdoor environmental conditions.

- Sunscreen will be applied in a thick layer evenly on all exposed skin areas except eyelids, mouth, and palms of hands and fingers at least 30 minutes prior to outside activities that are not shaded from sun exposure.

- Staff persons will reapply the sunscreen according to label directions, every 2 hours, or as otherwise directed by the manufacturers label instructions when children will be exposed to direct outdoor sunlight during the months from April to October.

- Lip balm will be applied, if authorized, by the staff or under the supervision of staff, as needed, each time the child goes outside.

- If parents would like sunscreen/lip balm to continue into winter months, staff must be notified and the procedure will continue.

--Since we know that it is important for children to be protected from the sun when playing outside between 10am and 2pm daily, children whose parents refuse to provide 50 SPF or higher sunscreen, or who do not complete the Seasonal Sunscreen/Lip Balm Authorization form, will not be allowed to go on field trips or play outdoors during the April through October months. Children will either stay back at CCYC or the parent will be called to pick the child up.

CARE FOR CHILDREN WITH ASTHMA

When children with asthma attend CCYC, the following shall occur:

Each child with asthma shall have an asthma action plan (available in the office) prepared for CCYC by the child's doctor that will include:

1. Written instructions regarding the trigger(s) to which the child is allergic and steps which need to be taken to avoid those triggers.
2. A detailed treatment plan to be implemented in the event of an asthma attack, including the names, doses, and methods of administration of any medications that the child should receive in the event of an attack.
3. The asthma action plan for the child will be kept in the child's file in the office as well as with the child's rescue medications and emergency information.

HEALTH GUIDELINES

CCYC follows best practices outlined in Caring for Our Children: the National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs put together by the American Academy of Pediatrics, American Public Health Association, and the U.S. Department Health and Human Services Administration. Please let Ms. Connie know if you have any questions about these guidelines or if you wish to review this book.

To maintain a safe and healthy environment for the children and staff, the following guidelines have been established. If your child has been diagnosed as having a contagious disease, report this to the center so that notification of others is possible.

A child with a fever, diarrhea, in a nauseated condition, and/or contagious state should **not** be brought to the center. Children with a fever should remain at home, fever free, for 24 hours, without fever reducing medication. When your child has one of the following symptoms or illness or has a communicable disease, he/she may **not** attend the center.

If your child develops one of the following symptoms, you will be contacted to take your child home. When children become ill at the center, the parent/guardian will be contacted and expected to pick up their child within 1 hour of notification.

DIARRHEA

Diarrhea can be a symptom for many communicable illnesses such as: Viruses - rotavirus, enteric adenoviruses, astroviruses, caliciviruses, hepatitis A, enteroviruses; Bacteria - shigella, salmonella, campylobacter, Escherichia coli o157:H7, clostridium difficile; Parasites – Giardia lamblia & cryptosporidium parvum. This means three or more loose stools in an 8 hour period compared to the child's normal pattern, with more stool water or less form. You will be asked to pick your child up within 1 hour of notification, have your child seen by your doctor; the child must be diarrhea free for 24 hours before returning with a doctor's note stating that the child may return to group care.

FEVER

A child's temperature is 101 degrees or greater. You will be asked to pick your child up within 1 hour of notification, have your child seen by your doctor, the child may return after 24 hours, fever free, without fever reducing medication, with a doctors note stating the child may return to group care.

PINK EYE (PURULENT CONJUNCTIVITIS)

Symptoms include having pink or red whites of the eyes with white or yellow discharge, often with matted eyelids after sleep, and including eye pain or redness of the eyelids or skin surrounding the eye. You will be asked to pick your child up within 1 hour of notification, have your child seen by your doctor, and may return to the center after medication has been applied twice to the affected eye and with a doctor's note stating the child may return to group care.

CHICKEN POX

You will be asked to pick your child up within 1 hour of notification and have your child seen by your doctor. Child may return to the center after all lesions have scabbed over. This is approximately five to seven days from the onset of the first lesion. Child must have a doctor's note for readmission to the center.

VOMITING

Child will be dismissed after 2 or more episodes in the previous 24 hours, until the vomiting resolves or until a doctor determines that the cause of the vomiting is not contagious and the child is in no danger of dehydration. You will be asked to pick your child up within 1 hour of notification, have your child seen by your doctor; the child must be vomit free for 24 hours before returning with a doctor's note stating the child may return to group care.

IMPETIGO

This rash is oozy, red, round and may be flat, honey-crusted and itchy. You will be asked to pick your child up within 1 hour of notification, have your child seen by your doctor, may return 24 hours after treatment has been initiated with a doctor's note stating the child may return to group care.

HEAD LICE

For a child with lice, the parent will be notified immediately, the child does not need to be picked up upon notification. It is important to treat the child with medicated shampoo and he/she may return to center after being treated. Complete removal of head lice may take multiple treatments of shampoo and treating the environment at home.

STREP THROAT

Some of the following signs and symptoms may be present: sore throat, fever, stomachache, vomiting, headache, swollen lymph nodes in the neck, and decreased appetite. You will be asked to pick your child up within 1 hour of notification, have your child seen by your doctor, may return 24 hours after treatment has been initiated with a doctor's note stating the child may return to group care .

You will be contacted for consultation if your child has one of the following symptoms:

- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin
- Unusually dark, tea-colored urine
- Headache and stiff neck
- Unusual or uncharacteristic behavior such as; irritability, inactivity/lethargy, excessive crying, paleness, acting uncomfortable or in pain.
- Loss of appetite
- Ear pain or drainage
- Other localized pain

You may be asked to pick your child up at the discretion of the staff if he/she has any of the above symptoms, especially if combined with a fever. Children need to be picked up within one hour of CCYC staff contacting a parent/ guardian.

The above serve only as basic guidelines. According to the center's license guidelines the center staff must assess children's health daily. The Staff are not medically trained to diagnose health conditions. At any time it is felt a more professional assessment of a child's health is in the best interest of that child or others in the center, the child may be required to leave, as stated in the above policies. Children having contagious illnesses must have a doctor's note for readmission to the program.

CCYC will take all necessary precautions to prevent further spread of infections and illnesses through hand washing, sanitization of materials in the environment, as well as posting information for other families.

PHYSICAL, IMMUNIZATIONS, AND BLOOD LEAD LEVEL SCREENING

CCYC requires yearly updated physicals, as well as immunizations, & a blood lead level screening to be kept on file in the office for each child. Please remember to give any updated medical records to the Director.

EMERGENCY PRACTICES AND PROCEDURES

The CCYC Staff is trained to immediately respond to a potential hazard. All staff members are trained and certified in First-Aid, Universal Precautions, and CPR. First-aid kit and emergency information for each child is always with the staff when they are with the children.

SERIOUS INJURY OR SIGNIFICANT CHANGE IN HEALTH STATUS

In the event of a serious injury or significant change in health status of a child, parents/guardians will be notified immediately via phone by the child's teacher or the center's director or assistant director. If the parent/guardian cannot be reached, the child's emergency contact person will be called. If the child requires immediate medical attention, 911 will be called.

MINOR INJURIES OR MINOR CHANGE IN HEALTH STATUS

If a child has a minor injury such as a skinned knee, bump on the head, bloody nose, etc., or a child has a low grade fever, has complained about a stomach ache, etc, a parent may receive a courtesy call from the child's teacher during naptime or when the teacher has time away from the classroom to notify the parent/guardian that the above has occurred. Teachers will record the accident on an accident report form and leave it in the child's cubby for the parent to sign. The teacher on duty will then personally follow up at pick up time with the parent/guardian about the accident or the child's health status.

Medical or dental emergencies: The teacher who is with the child will provide first aid and/or CPR using our universal precautions protocol. Another teacher will call 911 to initiate EMS when immediate medical help is required. The director will contact the parent/guardian, if they are not able to be reached the emergency contact will be called. The child will be taken to the hospital designated in their file. A staff member will accompany the child to the hospital and remain with them until the parent/guardian assumes responsibility for the child. The teachers involved with the direct care of the child during the event will complete the accident/incident report as soon after the injury as possible. The form will be signed by the parents/guardian. A copy for the parent will be given and one copy will be retained for the child's file.

Fire: The fire alarm will sound and/or verbal notice given for children and staff to exit the building. Teachers will be responsible for bringing their class outside, emergency bags containing emergency contact information, sign in sheet, and account for all children. The Director/Asst. Director will make sure all classes

have exited the building and will check with teachers to assure that all children and staff are accounted for. In the case of not being able to return to the church building, we will proceed to Iowa Methodist Hospital.

Tornado: If the weather should become severe, verbal notice will be given to alert the possibility of a tornado. The staff will be responsible to keep an eye on the skies and an ear to the weather radio. If Polk County has issued a tornado warning and the sirens are on, all persons are to go directly basement level of the building. The children and staff should sit along the walls in the hallway outside the Creative Movement room. Staff shall bring with them, flashlights, blankets, emergency contacts, first aid kits and the weather radio. The Director/Asst. Director will be responsible to make sure the doors to the classrooms are closed. We will stay in the hallway until the tornado warning has been allowed to expire and the all clear is called. An alternate safe space would be the women's and men's restroom off of Fellowship Hall.

Flood: Our building is not susceptible to flooding waters, however, in the case of flooding streets or rising water, all children will be taken to the upper level of the building.

Intruders: Daycare doors are kept locked at all times. In the event of an intruder, children will be kept inside classrooms. A staff member will ask the person to leave and escort them to the door. If the intruder imposes a threat to staff or children, 911 will be called. If children are on the playground and a suspicious person is in the area, all children will be brought indoors until the area is safe. The church office will be notified anytime the security of the building has been breached.

Intoxicated Parent/Visitor: If a parent or visitor arrives at the center and is obviously intoxicated, we will ask that person to come into the office and remain while we call another family member or the authorities for assistance. If the parent wants to leave the center with the child, we will do everything we can to keep the child at the center. If the person becomes belligerent, we will call the police and ask for assistance.

Lost or Abducted Child: If a child becomes lost, we will make a thorough search of the area. If we are not able to find the child, we will notify the parent immediately and call 911. For an abducted child, we will call 911 and the parent immediately.

Power Failure: In the event that the center loses power, we will do our best to provide care. Parents will be made aware of outages lasting more than two hours. If we feel that we can not provide adequate and safe care, we will ask parents to pick up their child and we will reopen the center when power is restored. Flashlights will be used in the classrooms when necessary.

Blizzards: In the event of a blizzard occurring during the night, if a staff member

is able to make it to the center, we will open. If weather conditions are severe and travel is not recommended, the center will be closed and announcements will be made on local radio and television stations. If the blizzard occurs during the day, children will be kept safe, warm and fed until a parent can get to the center to pick them up. Staff will be sent home as ratio permits.

Bomb Threats: In the event that the center is threatened by a bomb, the Director will notify all staff to take the children across the street to Iowa Methodist Hospital immediately. The Director will call 911. The church office will be notified. Iowa Methodist Hospital will be notified of the situation. The staff will be responsible to take emergency bags containing emergency contact information along to call parents.

Chemical Spills: In the event that toxic chemicals have been spilled in the area or building that would threaten children's health, we would evacuate all children from the premises and go across the street to Iowa Methodist Hospital. We would wait for information from the authorities as to when it is safe to return to the building.

Earthquakes and Other Disasters: For all other disasters which would threaten the safety of the children in our care, we would find stable coverage in a safe place. If structural damage occurs, the center will close until the facility is inspected and deemed safe.

CCYC Contact Information

Creative Center for Young Children
First United Methodist Church
1001 Pleasant Street
Des Moines, Iowa 50309
Phone: 515-280-3032
FAX: 515-282-6106
E-Mail: ccyc@dmfirstchurch.org

This information precedes all other written communication of center policies from the center.

THANK YOU FOR CHOOSING CCYC. WE LOOK FORWARD TO A SUPPORTIVE AND COOPERATIVE RELATIONSHIP WITH YOUR FAMILY.

NOTICE TO PARENTS, GUARDIANS, CAREGIVERS, AND VISITORS:

A COPY OF THE IOWA DEPARTMENT OF HUMAN SERVICES LICENSING STANDARDS FOR CHILD CARE CENTERS AND PRESCHOOLS IS AVAILABLE UPON REQUEST FROM THE DIRECTOR OR ASSISTANT DIRECTOR.

<http://dhs.iowa.gov/sites/default/files/Comm204.pdf>

IF THERE ANY QUESTIONS ABOUT THESE STANDARDS OR PROVIDER PRACTICES, PLEASE CONTACT THE CENTER'S CHILD CARE LICENSING CONSULTANT:

**Debbie Hammer
Child Care Licensing Consultant
Department of Human Services
Polk County River Place Office
2309 Euclid Ave.
Des Moines, IA 50310
515-725-2663 Phone
515-725-2600 Main Office Phone
dhammer1@dhs.state.ia.us**

If you have concerns regarding a child care provider, please contact the Child Care Complaint Hotline at 1-844-786-1296