



# Parent Handbook

## 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 1991. It began with only 6 children and 3 teachers in one classroom. The purpose was to provide the downtown workers 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 91 children and 16 staff.

In December 2024, CCYC received a Level 2 rating in the Iowa Quality for Kids rating system. IQ4K is a voluntary program for child care centers who are committed to the highest standards and are actively working to provide high quality care. CCYC is committed to reaching higher levels in the IQ4K rating system in the years to come.

### **CCYC PURPOSE**

Our purpose as an outreach ministry of the First United Methodist Church is to provide a positive learning environment that is a welcoming and an inclusive community. We will serve our neighbors through actions of justice and love. Our curriculum is developmentally appropriate and has a unique emphasis on the fine arts. Each child will grow physically, cognitively, socially, and emotionally while at CCYC.

### **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 positive self-esteem. We also provide opportunities for each child to develop personal interest at his or her own pace. To ensure that the 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 ministry 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 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**

Amanda Claussen has been the Director of CCYC since November 2022, and prior to that she served as the Assistant Director since January 2016. Amanda has a BS in Early Childhood Education from Iowa State University in Ames, IA. Amanda has prior experience working with children in many age groups, but most of her experience has been with toddlers and 2-year-olds. Amanda has a passion for making sure all children have a positive and safe experience while they are in our care. Amanda is excited to get to know you and your family.

Nicole Van Cleave has been the Assistant Director since December 2022. Nicole has previously served as the Lead 2-year-old teacher at CCYC since December of 2014. Nicole has her associate's degree in early childhood education from Des Moines Area Community College. Nicole has enjoyed her new role and has enjoyed working with all our different classrooms and getting to know all our children.

Lead Teachers have at minimum a CDA with at least two years of experience working in the early childhood field. An associate degree or bachelor's degree in early childhood or a related field is preferred.

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 look for people who are passionate about working in the Early Childhood field and ones that will stay with the center for a long period of time. We have been blessed to have many staff who have worked at the center for over 5 years.

## **CCYC STANDARDS**

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

- 1.) We will welcome and include all children, parents, and staff recognizing that everyone is unique and valuable to the center.
- 2.) We will practice the Golden Rule and lead by example, treating everyone with kindness and respect even if we disagree.
- 3.) We will prioritize the children, interact with them, observe, and assess them, and advocate for their needs.

- 4.) We will be respectful and communicate effectively with all children, parents, and other staff members.
- 5.) We will provide a safe environment for the children.
- 6.) We will not gossip or break confidentiality of children, parents, or staff members.
- 7.) We are a cooperative team. We will take ownership and responsibility for our duties and do our fair share of the work.
- 8.) We will give and take constructive criticism without a show of personal defenses.
- 9.) We will accept change in a positive manner.

## **GENERAL INFORMATION**

### **CLASSROOM ATMOSPHERE**

Each classroom is a clean, spacious, age-appropriate environment 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. These items are left in the classroom and washed weekly.
- 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**

**September–Safety Camp**-This is a 2-week event focusing on various areas of safety ending with a day for the children to bring their bike to school to ride in the driveway. We also do a donation drive and fundraiser to benefit Blank Children's Hospital Child Life Department.

### **September-Grandparent's Day Ice Cream Social-**

**October-Fall Festival** – This is perfect chance to meet other families! Activities include a family dinner, crafts, costume contest & prizes for children and their families, games, and trunk or treating in the parking lot.

**November-Reverse Advent**- Begins the Monday after Thanksgiving and runs until Christmas. We collect various items for a local charitable organization. We have donated to Families Forward, Hope Ministries, Homeless Shelters, and other non-profit organizations that are in need.

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

### **January-Parent Teacher Conferences**

**April-Celebration of the Arts Night** - This showcases each student as a featured artist and transforms our gym into an art gallery. This is an open house format evening complete with lemonade and cookies.

### **May-Parent Teacher Conferences**

**May-Teacher Appreciation Week** – Celebrate those that help our children grow! **May-Breakfast with Your Child** – Breakfast with mom, grandma or that special woman in the child's life.

**June-Breakfast with Your Child** – Breakfast with dad, grandpa or that special man in the child's life.

Parents are always welcome to have lunch at the center, just be sure to notify the teachers or the office 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 along with the Director and Assistant Director 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.

## **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. 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 HHS Ratio 1:7 - 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 HHS Ratio 1:10 - 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 HHS Ratio 1:12 - with 19 children in classroom** These children, generally, need to have independent toilet habits (including washing hands and flushing the toilet); have knowledge of basic shapes, can follow 3-4 command instructions; can cut with scissors; and have an attention span of 15-20 minutes.

**Van Gogh: 5 - 11-year-olds HHS Ratio: 1:15 with 43 children in classrooms**

These classrooms are for children Kindergarten through 5<sup>th</sup> grade from the Downtown School including care for after school as well as intercession breaks. These children need to be able to follow safety procedures and directions while participating in CCYC activities and field trips.

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 agree, the child is then transitioned over the course of a week to best prepare the child for the change in classrooms.

## **CURRICULUM**

Our program is unique with an emphasis on the fine arts. The teachers use the research-based curriculum called the Creative Curriculum to develop rich learning environments using learning centers or areas to create choices for the child and lots of learning through play. The learning areas consist of but are not limited to; blocks, open ended and hands on art, sensory - sand & water, dramatic play, library, music & movement, outdoors, toys & games, discovery, and cooking. The learning areas are changed weekly or bi-weekly and are developed 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.

## **NAPTIME/SLEEP HABITS**

Young children need to develop healthy sleep habits for optimal development. Yet, sleep problems, such as, short sleep duration, behavioral sleep problems, and sleep-disordered breathing all peak during the preschool years. In 2023, the National Sleep Foundation issued recommended sleep durations:

- Infants (12–16 hours)
- Toddlers (11–14 hours)
- Preschoolers (10–13 hours)
- School Aged Children – ages 6–13 years (9–12 hours)

This recommendation includes both daytime and nighttime sleep. Getting enough sleep helps prevent pediatric obesity. Nap time occurs daily in the Picasso, Bach, and Mozart classrooms. Lights are turned off in the classrooms and blinds are shut leaving enough light to adequately supervise all children. Children sleep on cots that are spaced 3 feet apart from another cot. Children are not required to sleep but are encouraged to rest each day.

## 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, body awareness, and open space for children to experience moving their bodies in different ways. Many educational concepts can be learned through this process.

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 30 minutes each 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 table 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. Amanda or your child's classroom teacher to see the weather chart that we use to determine acceptable weather conditions for outdoor play.

## **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 teachers. Repeated experience with basic materials and mediums gives children a chance to explore in depth, finding creativity that repeatedly gives 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.

## **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 date placed on the 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 permit. If you would like to be placed on the waitlist, please contact the Director or Assistant Director, or you can find it on our website.

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 Health and Human Services.

-Enrollment Form	-Emergency Information
-Medical Information	-Travel Permission Form
-Photo Release	-Current Physical
-Family Questionnaire	-Up to date immunizations record

- Parent Handbook Receipt
- Blood Lead Level Screening
- Asthma Action Plan (if applicable)
- Custody Order (if applicable)
- Food Allergy Action plan (if applicable)

A one-time per family \$100 registration 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 4<sup>th</sup> of July.

## **INCLEMENT WEATHER**

CCYC follows the Des Moines Public Schools for weather closures. In the event we are closed due to weather we will leave a message on the CCYC message machine and contact KCCI-TV, to post the closing. If Des Moines Public Schools are on school breaks, the Director will make the decision to close the center.

## **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 (the side closest to the building) to allow safely walking your child from your car to the building and to allow other cars to pull in and out. Parking for drop off and CCYC events can be done in the Church parking lot if there is no other parking along the drive. For safety, please turn your vehicle off and take your keys into the center.

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 Iowa Department of Health and Human Services Child Care licensing regulations.

Sign in and sign out is done on the tablets located in each of the child's classrooms recording what time they arrive or depart, and who picked up or dropped them off. We require that each child be brought into CCYC by an adult who completes the sign-in procedure of the child on the tablet 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 you to call us by 9:00 AM. If we have not heard from you within one hour of your normal arrival time, we will send a message on the ProCare app or give you a phone call.

Visitors will be asked to sign in and sign out on a sheet located on the fish tank near the front door. The form will include the person's name, time in/out, reason for visiting, and phone number.

## **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, weather closures, and all holidays are required to keep the child enrolled and hold their space. There are no special rates or reductions in fees, as staff receive pay for all days throughout the year. Tuition fees are revised annually. The current fee schedule is listed below:

**Tuition Rates as of January 5, 2026**

<b>Classroom</b>	<b>Two Days</b>	<b>Three Days</b>	<b>Four Days</b>	<b>Full Week</b>
Picasso	\$120.00	\$180.00	\$240.00	\$300.00
Bach	\$117.60	\$176.40	\$235.20	\$294.00
Mozart	\$112.80	\$169.20	\$225.60	\$282.00
Van Gogh	Not available	Not available	Not available	
Afterschool				\$137.00
Van Gogh	Not available	Not available	Not available	
Intercession				\$245.00
Van Gogh	Not available	Not available	Not available	
Daily Rate				\$58.00
Registration Fee	\$100 one time per family			

**Monthly ACH Payments**

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

<b>Classroom</b>	<b>Two Days</b>	<b>Three Days</b>	<b>Four Days</b>	<b>Full Week</b>
Picasso	\$520.00	\$780.00	\$1,040.00	\$1,300.00
Bach	\$509.60	\$764.40	\$1,019.20	\$1,274.00
Mozart	\$488.80	\$733.20	\$977.60	\$1,222.00
Van Gogh	afterschool care only intercession care paid separately			
Afterschool				\$548.00
Van Gogh	includes afterschool, intercession care, and field trips			
Intercession				\$701.67

Weekly child care tuition fees are due each Monday for the week that care is provided. Complete fees are due on the first Monday of the month, if paid 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.

## **PAYMENT OPTIONS**

We have several different payment methods for you to choose from to pay your weekly tuition. Here are the options currently available to you:

- Cash
- Check
- Money Order
- Credit Card (Visa, Mastercard, American Express, and Discover)
  - We are able to run cards in the office as a point of sale.
- ACH Automatic Monthly Payments via Checking Account, Savings Account, or Credit Card. These will be drafted on the 5th of each month.  
(Tuition Express Form must be completed & given to Ms. Amanda)
- Online Credit Card, Checking Account, or Saving Account through MyProcare.com (self-initiated & non-recurring payment) or through the ProCare Parent Engagement App.

If you want to self-initiate monthly, bi-weekly, or weekly payments online by checking, savings, or credit card, you must do that manually each time a payment is needed. The online system does not have an automatic payment option. To log in to My ProCare follow these simple steps:

1. Go to [www.MyProcare.com](http://www.MyProcare.com)
2. Enter the email address you have on file with Creative Center for Young Children and choose GO.
3. Enter the confirmation code sent to your email, choose a password, and choose GO.
4. Then you may see your account information and make payment.

If you want to automatically pay each month by credit card, checking, or savings then you must fill out the Tuition Express form

(request form from Ms. Amanda or Ms. Nicole). Automatic payments draft on the 5<sup>th</sup> of each month.

### **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 days. Regular after-school tuition is billed for all holidays except Christmas Day, New Year's Day, and the 4<sup>th</sup> 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 training.

### **ACTIVITY FEES**

Activity fees for field trips may be added to your weekly tuition payment and paid for by any of the forms listed above in the payment options section. If paying by cash or check, please place in an envelope labeled with your child's name, field trip, and drop in the tuition drop box. If paying by check, 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 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 reasons 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 child, we will make every effort to discuss this with the parent/guardian 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**

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 their care team, 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. Parents give

permission for children to attend all riding field trips at enrollment and are updated annually. Teachers will provide notice to parents/guardians when and where the trips will be taken. Parents/guardians are always welcome on field trips, and extra help is appreciated!

Iowa Department of Health and Human Services Child Care Licensing Regulations require child to teacher ratios to increase anytime we leave the center for field trips or walking trips. We will send one additional teacher on all trips away from the center than Iowa HHS requires in the center to provide active supervision of all the children. All classes take field trips regularly. Some include the downtown library, various city parks, the Des Moines Playhouse, as well as many local businesses and community organizations.

## **FOOD PROGRAM**

CCYC participates in the federal Child and Adult Care Food Program. It is a federally funded program through the USDA and has been in existence since 1968. CACFP provides reimbursement for nutritional snacks and meals served to children in care. Children will qualify for one level of reimbursement, either free, reduced, or free. Please fill out the CACFP forms that are included in your enrollment packet and return them to the Director or Assistant Director.

### **CCYC is a nut free environment.**

All food is provided and included in our tuition fee. Our lunches are catered in each day by Des Moines Public Schools. CCYC menus meet the USDA dietary and nutritional regulations required through CACFP. Menus are posted on the CCYC website for easy access for parents/guardians, are posted in the kitchen and are posted in each classroom. A small breakfast is offered from 6:30 - 7:30 AM each morning and morning and afternoon snacks are also provided. Birthday or special treats may be brought from home to share with the other children in the classroom if they are nut free. Please inquire with your child's teacher, Ms. Amanda, or Ms. Nicole, about nut-free alternative treats that the children love.

## **CARE FOR CHILDREN WITH FOOD ALLERGIES**

CCYC is a nut 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 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. An annually updated, detailed treatment plan to be implemented in the event of an allergic reaction must be on file, 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. This must be reviewed and updated once a year by the child's physician.

## **DIETARY MODIFICATIONS**

For a child identified with special medical 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 is available when the substitute food is not brought from home.

## **CACFP NON-DISCRIMINATION STATEMENT:**

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its

Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- fax: (202) 690-7442; or
- email: [intake@usda.gov](mailto:intake@usda.gov).

This institution is an equal opportunity provider.

#### Iowa Nondiscrimination Statement:

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the

Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14<sup>th</sup> St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>.

## **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 through the ProCare Parent Engagement App
- E-mails
- Phone conversations
- Arranged meetings.

Staff are 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.

## **PARENT TEACHER 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. 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 Health and Human Services. The employee may also report the suspected abuse directly to the Department of Health and Human Services. Section 232.70 of the Iowa Code requires that each report made by mandatory reporter, as defined in Section 232.69, should be made both orally and in writing. The oral report must be made by telephone or otherwise to the Department of Health and 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 Health and 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:
  - Names and home address of the child and his/her parents or other people are believed to be responsible for the child's care.
  - Child's present whereabouts, if not the same as the parent's or other person's home address.
  - Child's age.
  - Nature and extent of the child's injuries, including any evidence of previous injuries.

- Name, age, and condition of the other children in the same home.
- 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 helping the child.
- 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 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 Health and Human Services 24-hour, 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, people 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 people. 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 consistent as possible. We use a positive reinforcement approach to support and to guide our children. Our staff works to maintain an age-appropriate, child -oriented environment, which meets children's developmental needs. The staff and our program contribute to the development of a child's own 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 interact and getting along at CCYC. There are certain behaviors, which are

appropriate at our Center and some, which are inappropriate. 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.

Staff members take preventative measures to reduce the occurrence of discipline problems. 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. Other preventative measures to reduce the occurrence of discipline problems 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. Using these strategies, the child is given the opportunity to change inappropriate behavior. If inappropriate behavior continues, the child is given choices in how to comply with the expected behavior. Stating the expected behavior, restating the rule, ignoring inappropriate behavior, positive attention, cues signal inference, positive reinforcement, redirection, setting limits, facilitating self-regulation, negotiation, choices, encouragement, separation, natural and logical consequences, affirming feelings, cool down time. 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 cool down time procedures. This is usually accomplished in the

office with the Center Director or Assistant Director. The child and the staff determine when that child is ready to return to the group.

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

- Corporal punishment including spanking, slapping, and shaking.
- 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.
- Punishment or threat of punishment associated with a child's illness, lack of progress in toilet training, or in connecting with food or rest.
- 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 rules 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 him/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 behave in a positive manner.

Signal inference. 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 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 must 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 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 and 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 will not 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."

Cool down time. The purpose of cool down time is: 1. To give the child time to regain self-control, or 2. To give the child time to modify a specific behavior.

### **COOL DOWN TIME PROCEDURES:**

- This should be done in a private area in the classroom or in an area outside of the classroom with the Director or Assistant Director. The private area should be a place where the child can cool down their emotions in a safe way. This space should be non-stimulating.
- Depending on the specific child and the emotions that they are exhibiting, some fidgets may be provided for them in this space. If they are upset and throwing items, this would not be offered.
- Staff members should help the child if the child is willing with some coping strategies, like slow breathing. If a child is angry, giving that child a piece of paper to rip apart is another strategy that could help a child cool down. Staff could also provide some books for them to read, stuffed animals or puppets for them to talk to if they do not want to talk to adults or provide them with a visual timer to watch as they are cooling down.
- Coping strategies may vary per child and may be different each day.
- Once the child is calm, it is important to talk through what the child is or was feeling in that moment and how that could have been handled differently. This is a teachable moment for them to develop their social and emotional skills. It is also important

to set them up for success by going over what is expected of them as they rejoin the group.

## **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 development 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. 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 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 teacher's 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 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 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 breaks the skin, the child's parents will be notified immediately via phone by the teacher. If the bite breaks 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.

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 one bitten 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 about biting, child development, and developmentally appropriate practices regarding staff response to 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 always position themselves proximally close to the biter to prevent, remind, and redirect the child. Whenever possible, every effort will be made to prevent an incident of biting from occurring.

## **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 need specialized outside professional help 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 needs.
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 notified and the decision of the Center will be final.

## 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 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, when changing to another classroom to care for a different group of children, after blowing or wiping noses, after touching their eyes, after going to the bathroom, before and after changing diapers, before and after eating, after playing outdoors or in the gym, before and after preparing meals and handling food, after handling pets, before and after playing in sensory tables, before and after giving medications, after handling garbage, after applying sunscreen or insect repellent, after staff return from break, and whenever hands are soiled to prevent the spread of infection to self or others.

Toys are cleaned by submerging toys in an HHS approved sanitizing bleach water solution or washing them in the dishwasher allowing them to air dry. Mouthed toys or toys that have been contaminated by body secretion or excretion are removed immediately and returned to the environment after they have been cleaned. Tables, chairs and other washable furniture are washed with warm soapy

water and sprayed with an HHS approved sanitizing bleach water solution 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 pharmacy 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. Prescription medication requires a medication sheet filled out by the parent/guardian for the staff to apply them to a child. Please give medication directly to the classroom teacher for proper storage. 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 for the staff to apply them to a child. Please give it directly to the teacher for proper storage.

All medications must be stored so that they are inaccessible to children. Medications must have child-resistant caps and stored away from food, at proper temperatures. Each classroom has a medication box; we also have one located in the fridge. If a medication is considered a rescue medication, that medication will be stored in the classroom emergency back pack.

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 the medication sheet is not signed, medication will not be administered. CCYC staff who have completed the Medication Administration course will be responsible for administering medications for child. They will then document when the medication was given on the medication authorization form. Any unused or expired medications will be given to the parent for disposal.

## **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 a 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 Repellant (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 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.
- Sunscreen will be applied more frequently when children are playing in water. We 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 4pm 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:
  - Written instructions regarding what the trigger(s) are for that child and ways to avoid those triggers.
  - An annual updated, detailed treatment plan to be implemented in the event of an asthma attack must be on file, including the names, doses, and methods of administration of any medications that the child should receive in the event of an attack.
  - 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. This must be reviewed and updated once a year by the child's physician.

## **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. Amanda 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 all children and staff, the following guidelines have been established. If your child has been diagnosed with 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.

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 which limit your child to participate in activities comfortably, or results in care that is greater than the staff can provide, especially if combined with a fever.

Children need to be picked up within one hour of CCYC staff contacting a parent/guardian. If a guardian cannot be reached within an hour, an authorized emergency contact will be called to pick up the child.

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. To ensure that we maintain a healthy and safe environment for all children and staff, a health care provider's note will be required for an excluded child's readmission to the center unless stated below. A health care provider is defined as one of the following: ARNP, DO, MD, and PA.

## COMMON CHILD CARE ILLNESSES

Illness	Exclusion	Return to Child Care
<b>Chicken Pox</b>	Yes-parents will be notified immediately, and child must be picked up within 1 hour of notification.	When all lesions have scabbed over, no new lesions have appeared for at least 24 hours. This is approximately 5-7 days after the first lesion appears.  Health care provider's note is required for readmission.
<b>COVID-19</b>	Yes	Please see the specific COVID-19 section below
<b>Diarrhea</b>	Yes-if child has 2 or more loose stools compared to the child's normal pattern. Parents will be notified immediately, and child must be picked up within 1 hour of notification.	When diarrhea has stopped, and child remains diarrhea free for 24 hours.  When cleared to return by health care provider for all cases of bloody diarrhea and diarrhea caused by viruses such as rotavirus, enteric adenoviruses, astroviruses, caliciviruses, hepatitis A, enteroviruses. Bacteria: shigella, salmonella, campylobacter,

		<p>Escherichia coli, o157:H7, clostridium diffcile.</p> <p>ParasitesGiardia lamblia &amp; cryptosporidium parvum.</p> <p>Health care provider's note is required for readmission.</p>
<b>Fever</b>	Yes-when above 101 degrees or greater. Parents will be notified immediately, and the child must be picked up within 1 hour of notification.	<p>24 hours fever free without fever reducing medication. Any &amp; all other exclusion criteria are resolved.</p> <p>Health care provider's note is required for readmission.</p>
<b>Head Lice</b>	No-parent will be notified immediately	<p>Treatment with medicated shampoo is required for readmission.</p> <p>Complete removal of head lice may take multiple treatments of shampoo and treating the environment at home.</p>
<b>Impetigo</b>	No-unless lesions can't be covered then parents will be notified immediately, and child must be	<p>Treatment must be started for readmission.</p>

	picked up within 1-hour of notification.	Health care provider's note is required for readmission
<b>Influenza</b>	Yes- parents will be notified immediately, and the child must be picked up within 1-hour of notification.	24 hours fever free without fever reducing medication.  Health care provider's note is required for readmission.
<b>Otitis Media (ear infection)</b>	No-unless the child meets other exclusion criteria.	If excluded due to presence of other exclusion criteria, resolution of other exclusion criteria must be met.
<b>Pertussis (whooping cough)</b>	Yes- parents will be notified immediately, and the child must be picked up within 1-hour of notification.	Until five days of appropriate antibiotic treatment.  Health care provider's note is required for readmission.
<b>Pink Eye (conjunctivitis)</b>	No-unless the child meets other exclusion criteria. Parents will be notified immediately, and the child must be picked up within 1 hour of notification.	Parents should consult their health care provider and follow their advice. If the eye is painful the child should be seen by the health care provider. If the child is excluded due to other criteria, resolution of other criteria must be met.
<b>Strep Throat</b>	Yes- parents will be notified	12-hours after treatment has been

	immediately, and the child must be picked up within 1-hour of notification.	initiated and resolution of exclusion criteria is met.  Health care provider's note is required for readmission.
<b>Vomiting</b>	Yes- parents will be notified immediately, and the child must be picked up within 1-hour of notification.	24-hours vomit free.  Health care provider's note is required for readmission.

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 health care provider'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.

### **COVID-19 EXCLUSION POLICIES**

If your child(ren) has one of the following COVID-19 symptoms, PLEASE KEEP THEM HOME. If your child(ren) develops one or more of the below symptoms while in care that prevent them from participating in regular activities or their needs exceed what the teachers can offer and compromises the needs of other children in the group, you will be asked to pick up your child within one hour and have your child assessed by their health care provider. If your child has any of the symptoms listed below:

## COVID-19 symptoms

- Fever (101 or higher)
- Cough
- Shortness of breath or difficulty breathing
- Sore throat
- Respiratory Symptom including runny nose, congestion.
- Headache
- Chills
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Diarrhea
- Vomiting

Symptoms may be very mild to more severe.

Testing is highly recommended for any symptomatic child, consult your health care provider. If you are awaiting results from a COVID test, your child must remain out of care until you have received test results.

POSITIVE COVID-19 test results, please contact the Director or Assistant Director for current recommendations.

NEGATIVE COVID-19 test results, child may return to care:

- After at least 24 hours any of the above symptoms have improved. **AND**
- Have a note from a health care provider stating the child is no longer contagious and may return to group care. **AND**
- Be fever free for at least 24 hours without the use of fever reducing medication.

## **ANNUAL MEDICAL UPDATES**

CCYC requires yearly updated physicals, immunizations, and a blood lead level screening to be kept on file in the office for each child. If your child needs either a food allergy action plan, or asthma action plan, those need to be updated annually as well. Please

remember to give any updated medical records to the Director or Assistant 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 the 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 or a note in the Procare Parent Engagement app 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 sheets, and accounts for all children. The Director/Asst. Director will make sure all classes have exited the building and will check with teachers to ensure 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 for keeping 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 people are to directly go to the basement level of the building to the men's and woman's restrooms off Fellowship Hall. The children and staff should sit along the walls in the bathrooms. Staff should bring with them flashlights, blankets, emergency contacts, first aid kits and the weather radio. The Director/Asst. Director will be responsible for making sure the doors to the classrooms are closed. We will stay in the bathrooms until the tornado warning has been allowed to expire and all clear is called. An alternate safe space would be the women's and men's restroom off Fellowship Hall.

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

**Intruders:** Child Care center doors are always kept locked. 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 on 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 cannot 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 cannot 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, we will follow the procedure in the inclement weather procedure, the center will be closed, and announcements will be made to local television stations which are posted on their websites in alphabetical order. If a blizzard occurs within hours of operation and the center must close early, administration will email and teachers will call all parents, we maintain a confirmation list that all parents have received the message and that someone is coming to pick up the child early from care. If parents are delayed by treacherous weather and road conditions, 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 to our predetermined evacuation location 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 for taking emergency bags containing emergency contact information along to call parents.

**Chemical Spills:** If 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 will 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: [director@creativecenterforyoungchildren.org](mailto:director@creativecenterforyoungchildren.org)  
FACEBOOK [www.facebook.com/CreativeCenterForYoungChildren](https://www.facebook.com/CreativeCenterForYoungChildren)  
WEBSITE [www.creativecenterforyoungchildren.org](http://www.creativecenterforyoungchildren.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 Health and Human Services Licensing Standards for child care centers and preschools is available upon request from this program's on-site director and/or may be accessed on the DHHS website at <https://hhs.iowa.gov/about/policy-manuals/social-services>

If there is any question about these standards or provider practices, please contact the child care licensing consultant

**Nate Knepper**  
**Child Care Licensing Consultant**  
2309 Euclid Ave - Des Moines, IA 50310  
Phone: 515-362-7832  
515-422-7870 Cell (Emergency Only)  
[nathan.knepper@hhs.iowa.gov](mailto:nathan.knepper@hhs.iowa.gov)  
<https://hhs.iowa.gov/>

If you have concerns regarding a child care provider, please contact the Child Care Complaint Hotline at

**866-448-4605**