

PARENT HANDBOOK



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Philosophy

Our goal is to provide childcare in a clean, safe, comfortable, loving environment where children can play and learn. Respect toward self, others and the environment will be emphasized. We provide a safe and friendly setting that includes opportunities for social, emotional, physical and intellectual development. We realize that each child progresses at his or her own rate. Therefore, we will make every effort to meet the needs of each individual child and to nurture high self-esteem. We believe in the value of both structured and flexible schedules. Structured activities will include the use of a preschool curriculum, regular reading times, arts and crafts, large motor, and musical activities. The most important priority is for your child to have a happy experience away from home. We pride ourselves on being known to have little turnover with our employees. We feel it is very important for the children to see familiar faces everyday, feel comfortable in their environment, know what to expect everyday and really know their teachers as “friends.” The owners work daily in the classrooms with the children and teachers to ensure the best environment is being created for your children. Little Angels is a small center with a close knit family-like atmosphere. We are delighted you have chosen Little Angels Childcare Center to be a part of your family’s life. We will strive to make your child’s experience a positive one. This handbook serves as a tool to inform you of our policies and procedures here at the center.

Our Employees

Little Angels does a complete background check of all employees prior to hiring and annually thereafter. All employees are trained in Pediatric CPR and First Aid, Mandatory Reporting of Child Abuse and Universal Precautions of Blood borne Pathogens. All staff complete an orientation and some time as an extra staff in the classrooms to learn how to provide active supervision and learn our policies and safety rules stated in this handbook. All employees are required 12 hours preservice training when they start and then receive 6-10 hrs of DHS approved training every year thereafter. This includes training for education, discipline, positive reinforcement, nutrition, active supervision, music, child development and many other learning opportunities.

Tuition

0-2 years old=\$260.00 per week
2 years old=\$245.00 per week
3 years old=\$215.00 per week
4 years old=\$195.00 per week
School Age children \$190.00 per week
Before and After School care=\$95.00 per week
Before school care=\$75.00 per week
After school care=\$75.00 per week
Non-school days=\$40.00 per day
Drop in Care=\$70.00 per day

Payment is due on Mondays, before the child is left in the center's care. A \$35.00 late fee will be charged for each day late.

In-service days and summer camp only guaranteed for children attending the before AND after school program. Summer for children up to grade 5, with no additional charge for field trips.

Parents are responsible for paying for child sick days, holidays, and any family vacations. Please notify the center if the child will be late or absent as soon as possible. If we have not received a phone call within a reasonable amount of time from normal drop off time we will contact you.

The success of Little Angels depends on the prompt payment of tuition and fees in order to take care of day-to-day expenses that are encountered. Tuition and fees are computed with the following factors in mind:

1. Employee wages, holidays, vacations and health insurance
2. Food, health supplies, curriculum and preschool supplies, toys, play equipment and books.
3. Business and employee taxes
4. Employee and Owner professional growth and development
5. Utility, energy, building, equipment costs and insurance

Deposit

Deposit is two week's childcare, which pays for the last two weeks of childcare with a two weeks notice.

Admission Policy

The following are the requirements for admission to Little Angels:

1. Contact and authorization Information
2. Child's Physical Examination
3. Parental Authorization for Field Trips
4. Parental Authorization for Pictures
5. Immunization Certificate with all immunizations according to DHS or a schedule to get up to date, signed by a physician.
6. Deposit and Tuition

First Day Items

1. All forms from above list
2. Blanket and (pillow optional)
3. Change of clothing including underpants and socks
4. Infants: Diapers, wipes, diaper rash ointment. Ready made bottles/food.
5. Swimsuits, towels and sunscreen for summer months
6. Snow pants, boots, hats and mittens of winter months.

Late Arrival Fee

Little Angels will be open from 6:30 A.M. – 5:30 P.M. It is important that parents pick their children up on time. A child may experience real fear about being left and staff have other obligations. This means that you should be arriving before 5:30 to gather your children and their things. Any time a child is still in the center after 5:30, there will be a charge of \$2.00 per minute per child. Payment of this late fee will be due the following morning. Late pickups could be grounds for discharge. We understand that there are emergency situations.

Holidays-We will be closed for these holidays:

New Years (2 days)

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving (2 days)

Christmas (2 days)

If the holiday falls on a Saturday, the holiday will be taken on Friday. If the holiday falls on a Sunday, it will be taken on Monday. These are paid holidays and the same tuition is due on these weeks.

Inclement Weather Policy

When College Community School District is cancelled due to road conditions (BEFORE we open), Little Angels will be closed. If CCSD has a late start or closes early for the day, Little Angels will maintain regular 6:30 A.M.–5:30 P.M. hours. We will also stay open if school closes due to frigid temps. Little Angels is in the College Community School District. If Little Angels closes due to weather, this will not affect weekly tuition. We feel that it is important to keep our staff and children safe.

Arrival and Departure

Parents are required to sign their child(ren) in and out each day using Brightwheel which records the date, time and who dropped off and picked up the child. Outside visitors will not be allowed to enter the building as we have a lock that requires a personal code to open. Parents must notify staff if the child will not be arriving within 1 hour of normal arrival time or staff will be in contact with them via Brightwheel app, text message and/or phone call. If no answer, other family members will be contacted. After 3 hours of no contact with anyone for a late pickup, 911 will be called. Parents are required to bring your child(ren) into the room and make sure that they make eye contact with a teacher. It is normal for some children to have difficulty separating from parents or cry when being dropped off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, a cheerful goodbye, a kiss and a reassuring word that you will be back is all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

When picking up your children, please make sure that a staff member is aware of the child's departure. Please be brief at pick up time as well. This is a time of testing when two different authority figures are present (parent and teacher). All children will test to see if the rules still apply.

During arrival and departure, we expect parents to back up our rules. If you do not, we will remind the child that their behavior is inappropriate and take action to correct if needed. Please be in control of your child during these times. This is especially important in the parking area. As we have other parents pulling in and out at drop off and pick up times.

We only release the child to his/her parents or someone the parents have designated on the release form. If we have not met this person before, an ID must be provided. Please inform them that this may happen because we don't want to offend anyone. This is for your child's protection.

Parents will be given an access code to open the door lock and be offered unlimited access to their children and to the provider caring for their children during the normal hours of operation, unless parental contact is prohibited by court order. Little Angels must have a copy of this court order on file.

Our center does not allow any person who is in the center that is not an owner or staff member who has had a record check and approval to be involved with childcare to have "unrestricted access" to children who are not the parent, guardian, custodian or listed as an authorized pick up/contact person. "Unrestricted access" means that a person has contact with a child alone or is directly responsible for child care.

Approved visitors are required to sign in/out listing their name, date, time of arrival/departure, reason for visit, contact information and signature. Any person on the property will be closely supervised and controlled access to where the children are present will be enforced.

Brightwheel

We use the Brightwheel program here at Little Angels. You will use Brightwheel to enroll your children/complete paperwork, daily attendance—signing your child(ren) in/out/absent, communicate easily with admin and/or teachers, pay invoices (manually or automatically), reviewing menus, looking up lesson plans, name face recognition for tracking children, and you'll even be able to see real time daily activity reports for your children. Brightwheel communicates directly with DHS so that all aspects of it are following current guidelines and requirements. Parents will have access to their children's files and will be able to update as needed. Each approved pickup person will be given a unique 4 digit code to sign their children in/out and UNLOCK the entrance door. You can download the app and scan the QR Code OR use a provided tablet in every room for attendance.

Discipline Policy

Learning to develop the abilities to interact positively and to respect themselves and others is part of the Little Angels program. This is accomplished by having the teachers arrange the environment so it is conducive to the children's exploration and learning. We use positive reinforcement to prevent discipline problems. Staff are required to take Passport to Early Childhood Education and Essentials Child Care Preservice Series training within the first 90 days of starting employment and are verbally informed of our discipline policy from the director at orientation (before starting) and walk through our policy with the lead teacher during training. Staff are updated in writing or group meetings as policies are changed and signed that they understand the procedures. Continuous staff training in the area of discipline may be taken as part of their annual professional development (DHS approved classes via Ipower) as new behavior modification techniques are introduced.

Time outs are not a developmentally appropriate behavior guidance technique so instead we focus on making good choices and sharing. If a child does have difficulty with another child, the teacher will suggest that the children "use their words" to work things out. If the teacher notices the situation escalating, he/she will help the children work it out or redirect them until the problem can be resolved. If the child/children cannot be redirected, we ask them if they want to visit the "cool down" area, stocked with soft pillows, mats and calming sensory items like glitter/bubble water bottles, soft light objects, books, puzzles, fidget spinners and pop toys. When the child is ready to move on to another activity, the teacher will talk to the child about their feelings and what he/she could do differently the next time. These procedures help children to develop self regulation, coping skills, problem solving and positive self-esteem. If behaviors worsen, staff tracks behavior concerns in their classroom notebook (date, time and details) then contact parents on Brightwheel/phone with behavior concerns to encourage parent involvement and solutions partnership. A parent/teacher/director meeting will be called if a child's behavior worsens and we will build a personal behavior plan together. Grant Wood AEA can be contacted for support with the parents permission. Parents and staff are made aware of this policy during orientation and in this handbook. Staff training is taken as part of their annual professional development as new behavior modification techniques are introduced. We follow Iowa's law (Ch 103 Pg 1) 281—103.2(280) and DHS regulations in banning all corporal punishment including all physical actions being prohibited at all times.

Discharge Policy

The following conditions warrant a discharge from Little Angels:

1. If the child's needs are not best met in our group setting
2. If the child is a threat or disrespectful to other children or staff
3. Non-cooperation by parents to meet with center policies
4. Failure to pay in a timely manner

It is our hope to work with the child and parents before the need to be discharged occurs. When a problem arises, the staff and parents will conference to try to figure out how to solve the problem together. We will also work with Grant Wood AEA if needed. After we have depleted our resources and your child's behavior is still an issue, you will be contacted to pick your child up immediately. Thereafter, if it is found that our center is not the best place to meet the child's needs, we will work with the family to find another place.

Health and Safety Policy

1. The parents will be contacted if the child appears to be sick, has had a head injury or there has been a serious medical emergency.
2. The center reserves the right to send a child home who has a temperature above 101 degrees, any rash, a large amount of drainage from any orifice or wound, vomiting or diarrhea, or cannot participate in normal activities.
3. If a child has a bacterial infection such as conjunctivitis or strep throat, he/she must be on antibiotics for twenty-four hours before returning to the center.
4. If a child has a fever, diarrhea or vomits, he/she may not return to the center for twenty-four hours after the last time the child has any of these symptoms. The child must also be fever free without fever reducing medication.
5. The teachers will administer medication provided that the parent has completed an authorization form. Prescription drugs must be labeled with the child's name, physician's instructions and the original bottle. Please send a measuring instrument for the medication. Non-prescription medication must also be labeled and in the original container: lip balm, sunscreen, diaper rash ointment. We are not allowed to administer first dose, cough/cold/flu meds, homemade meds, expired meds, first aid creams, teething gel, meds mixed in food/drink and alternating acetaminophen/ibuprofen. Medication will be discarded at the end of the week parents were notified of it being expired, if it hasn't been taken home.
6. The director will notify the parents of any known infection in the center through postings on Brightwheel.
7. A labeled change of clothing for each child is to be supplied by the parent.
8. When a parent is contacted for an illness the child must be picked up immediately. An ambulance will be called in case of a serious medical emergency. Parents will be notified and instructed to meet their child at the emergency room. The child will be taken to the hospital, indicated on the Emergency Medical Consent Form. Parents will be responsible for the ambulance fee.
9. Little Angels staff will apply sunscreen to all children before going outside, May through October.

10. Safe Sleep Policy: All bedding is to be washed by the parents weekly and cots sanitized weekly. Cribs and crib sheets will be sanitized/laundered on site weekly or sooner if needed by inspecting daily. Infants 12 months old and younger will each be placed on their backs in their own crib (1 child per crib) labeled with the infant's name and their ability to roll. This sticker is placed out of reach of the child and highlighted green if they can roll from back to stomach to back. If a child can roll freely (from back to stomach to back) they will be placed on their backs then allowed to remain in the sleep position they assume. If requesting other sleeping positions, it must be accompanied by a signed and dated note from their primary care physician with an expiration date as well. If a child arrives asleep or falls asleep outside of a safe sleep environment, they will be moved immediately to their crib and placed on their back. We only use firm mattresses approved by DHS (manufacturer's certificates on file in office) with a tight fitting sheet and there will be no objects in the cribs (including blankets/hoodies/strings/bibs, which will all be removed upon arrival and placed in their cubby). Pacifiers are only allowed with parents permission and if not attached to anything. We do not swaddle babies. Instead, we use sleep sacks with their arms free. Children will always remain within view of at least 1 staff member at all times. We have multiple thermostats in the room and visually check the room temperature and check the infants every half hour. We check infants for signs of overheating (red face, sweating, wet hair & rapid breathing) Staff and parents are verbally informed by the director of this safe sleep policy during orientation (before starting) and in this handbook. The lead teacher in the infant room will model and walk through the safe sleep policy during the training period (first day) We review this policy anytime a new teacher or infant starts. Staff sign that they have read and understand our safe sleep policy any time we update it.

11. Any playground equipment on the premises will be installed/anchored according to the manufacturer's instructions by knowledgeable staff, volunteers and/or professionals. All playground equipment will only be allowed on fall surface materials such as wood chips (used in 18mo-school aged play area) and/or rubber matting (used in infant-18 mo play area) as required by "The Caring for Our Children Appendix Z". This surface will be regularly inspected and replaced or refilled as needed. Any broken toys or equipment will be discarded. This includes rust, cracks, chipping or peeling paint, protrusion of nuts/bolts, sharp edges, splinters, rough surfaces, cracks, missing or broken parts, stability of large non-anchored play equipment & handholds, and worn/deteriorated areas. The playground will be scanned daily by staff upon arrival for safety hazards and removed/corrected or contact the director and close the gate to that area until repairs are made. This includes insect nests, broken glass/plastic, nails, cigarette butts, etc. Fall surfacing is at the required depth in all use zones. All staff are trained in playground safety by the director during orientation and it's also included in their pre service training (Passport to Early Childhood Education). Anytime we add new equipment, playground safety will be reviewed and it's also a choice for yearly professional development hours.

12. Strings and cords long enough to encircle a child's neck will not be allowed at the center. We do not use blinds or drapes for this reason. Pacifiers are only allowed with parents permission and if not attached to anything. If a toy has a strap long enough to encircle a child's neck, it will be removed or shortened. If a dramatic play item has a strap or handles, they will be shortened/removed or only used by children 3 years and older when being directly supervised. Parents will be asked to remove hood and neck

string from children's clothing. If a child wears or brings something with strings/cords, parents will be notified and it will be removed and placed in their cubby to send home. We will not allow staff or children to have lanyards at the center unless they are the breakaway type.

13. Bullying is against our center's policy and will not be tolerated. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally and excluding someone from a group or purpose. Parents and staff will lead by example and report anyone in violation. They will document the chain of events in detail in an incident report that will be shared with the parents, staff and owners.

Biting Policy

Biting is a behavior which may occur periodically during childhood, especially among toddler-aged children. For persistent or recurrent biting behavior the teacher needs to be a careful observer of the behaviors that preceded the biting incident, and the consequences that followed.

1. For isolated incidents the teacher primarily uses distraction and redirection for younger children. If older toddlers are involved the teacher will suggest the biter cool down away from the other children.
2. After careful evaluation of the individual and group dynamics, and depending on the age and needs of the child, the teacher may create a positive reinforcement program tailored for the individual child.
3. In order to prevent children from being bitten and to ensure that the biting child is receiving the attention that he or she needs, the teachers have identified a "threshold" of biting that will trigger a phone call to parents. For example: When a child is observed biting or attempting to bite two times in one day, the child's parents will be called. The parents may be asked to take their child home for the remainder of the day.
4. In some cases the biting occurs so frequently that the first consideration must be to stop the behavior and protect the other children. This may require a one on one teacher to child ratio. The center cannot absorb this cost. Therefore, if this appears to be necessary, the parents of the biting child will be given the option to pay for the salary of the additional staff or remove their child from the center until biting is under control.
5. In the rare instance that all of these matters fail to solve the problem and the child continues to bite, Little Angels dismissal policy may be enforced.

Mandatory Reporting of Child Abuse

It is mandatory, under Chapter 232 of the Iowa Code, for the owner or director in charge of a childcare center or preschool to report immediately to the Department of Human Services when in the course of working with a child, the director or employee has reason to believe that the child has suffered sexual abuse, physical abuse or neglect. This report shall be both oral and written. All staff at Little Angels receive training in Mandatory Reporting of Child Abuse.

Supervision and Access Policy

Parents will be given an access code to open the door lock and be offered unlimited access to their children and to the provider caring for their children during the normal hours of operation, unless parental contact is prohibited by court order. Little Angels must have a copy of this court order on file.

Our center does not allow any person who is in the center that is not an owner or staff member who has had a record check and approval to be involved with childcare to have “unrestricted access” to children who are not the parent, guardian, custodian or listed as an authorized pick up/contact person. “Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care.

Visitors are required to sign in/out listing their name, date, time of arrival/departure, reason for visit, contact information and signature. Any person on the property will be closely supervised and controlled access to where the children are present will be enforced.

We will always maintain staff/child ratio as set by DHS. Little Angels does a complete background check of all employees prior to hiring and annually thereafter. All employees are trained in Pediatric CPR and First Aid, Mandatory Reporting of Child Abuse and Universal Precautions of Blood borne Pathogens. All staff complete an orientation and some time as an extra staff in the classrooms to learn how to provide active supervision and review/learn our policies and safety rules stated in this handbook. All employees are required 12 hours preservice training when they start and then receive 6-10 hrs of DHS approved training every year thereafter. This includes training for education, discipline, positive reinforcement, nutrition, active supervision, music, child development and many other learning opportunities. Staff will place themselves in a position where all children are visible at all times (including rest time) by moving around the space (inside and outside) and joining them at the table for meals. Diaper changing stations are located in the classroom and half doors on the restroom to help maintain ratios. We use Brightwheel’s name to face recognition feature throughout the day for all transitions from inside/outside/room and activity change/nap/meals/pottys, etc and at least every hour by lining them up, matching each child’s face and verbally saying their name in order to have an accurate head count for for all children before and after change. Head counts with name to face are done and teachers actively communicate with each other to make sure all children are supervised.

According to DHS, there must be one extra adult over the staff ratio whenever we take children away from the center (field trips). Children will each hold a handle on the “walking rope” when leaving the property in a group. Children under 18 months will be secured in a stroller/wagon and the 1 extra staff over ratio will be maintained. All transported field trips will be posted at least one day in advance so that the parents can have their children to the center in time. Parents are welcome to attend any field trips. All parent volunteers who go on field trips are required to fill out a criminal record check and a volunteer statement. We don’t do any water activities at the center. The only bodies of water we will be around are at a public pool with lifeguards on duty and only school aged children will be in attendance (ages 5 and up and already started school) maintaining the ratio of at least 1 staff for every 6 children. The teachers will be in the water providing active/touch supervision (within arms reach at all times). We do name to face recognition before and after transitioning from one space to another or inside/outside/transportation.

Educational and Psychological Services

Little Angels staff wish to work closely with each family to ensure not only the physical but also the educational and psychological well-being of every child we care for. If the staff or parent becomes aware of a possible problem, there is a need for each to communicate the concern freely. We help the parent find help for any concerns through Grant Wood AEA, which provides free testing and assessment for a parent who requests it. Technology will be used sparingly throughout the day with a maximum of 30 minutes per day. We only use educational programming on tablets/TV or physical entertainment in the form of a video. All forms of electronics will be turned OFF during meal times.

Emergency Procedures

1. Emergency Plan for Fire

Fire escape routes are clearly marked and posted in the rooms. Drills are conducted monthly at different times of the day to ensure that all children and staff are familiar. Each teacher will lead her children out the front door and meet under large tree. The teachers in the infant room will place their children in the escape cribs and wheel them outside. Staff will make sure all children are accounted for. In the event of a real fire 911 will be called. Parents will be notified and children will remain on the premises until the all clear is given by officials. If it is necessary to evacuate the immediate area, children will be walked to the Swisher Bank on Division Street.

2. Emergency Plan for Tornado

Tornado drills are conducted monthly when the city has their tornado siren test or at other times and days of the week so all teachers will be trained equally. Each teacher will be responsible for their own classroom. They will take their children out the appropriate door and to their designated area of the safe room. The teachers from the infant room will place their children in the escape cribs and wheel them to their designated area in the safe room. Each teacher will take their check-in/out sheet, the emergency numbers, check their room and bathrooms for children, turn off the lights and shut doors. Staff will make sure all children are accounted for. You will find the appropriate escape plan for your child's classroom posted by the classroom door. In the case of a real tornado when the all clear is given the staff will check the center for structural damage and the children may return. If we need to leave the immediate area we will take children to Swisher Bank first, then the Swisher legion, and if need to leave Swisher we will go to Shueville Methodist Church.

3. Emergency Plan for Intoxicated or Substance-impaired Parents: Staff will ask the parent to call someone else to pick up the child. If the parent demands to take the child while in such a condition the staff must release the child to the parent. If the parent does leave with the child the staff must act in their role as mandatory reporters and file a child abuse report to the police and DHS. The staff will escort the child to the parent's car and get the license, a description of the vehicle and the direction in which the parent went. Staff will then call 911 after the parent leaves to inform them of the situation.

4. Emergency Plan for Intruder in the Center

Staff will approach the intruder and inquire as to why the person is on the premises. If the intruder should not be on the premises then they will be asked to leave.

If the intruder refuses to exit the building or uses force or threat of force then other staff will call 911.

5. Emergency Plan for Lost or Abducted Child

Exterior doors will remain locked at all times with alarm switches ON unless going outside. Alarms will sound if a child tries to go outside without a teacher turning the alarm OFF. Gates on the fences will remain closed at all times except for a parent to claim their child(ren). Children are counted whenever moving from one location to another to insure all children have been accounted for. Active supervision and name to face recognition is maintained outside and away from the center. A complete search of the building, premises and immediate area will be conducted by staff and/or administration, making sure the remaining children are being properly supervised. If the child has not been found at this time, the staff will call 911 and provide a description of the child, what he/she was wearing and where last seen. After calling 911 then the parents will be called and the DHS/HHS Child Abuse Hotline and given the same information. In case of an abduction, a description of the abductor, if available, will be provided to the police. An incident report will be completed by staff/director for documenting/reporting the details of the situation and kept on file.

6. Emergency Plan for Bomb Threat

The emergency plan for fire will be followed. Staff will call 911 and inform the emergency personnel that a bomb threat has been received. We will follow any additional instructions provided by the emergency personnel at the time of the call. Staff and children will return to the building once the search has ceased and the building has been declared safe. If it is necessary to evacuate the building, children will be walked to the Swisher Bank on Division Street until parents arrive.

7. Emergency Plan for Chemical Spills

In the event of a toxic spill in or near the center, staff will contact 911 immediately. Staff and children will cooperate with official personnel. Staff will remain on the premises either in the center or in Michelle's basement, until the all clear is given by officials. If it is necessary to evacuate the immediate area children will be walked to and remain at Swisher Bank on Division Street until parents arrive. If we must evacuate the area we will use daycare and staff vehicles to transport children to Methodist Church in Shueyville.

Nutritional Program

Proper nutrition is imperative for good physical, social, emotional and intellectual growth. The center will provide a balanced menu in accordance with the guidelines set up by the Federal Food Program. The present program is part of the Child and Adult Care Food Program and the following food shall be included each day:

Breakfast: Milk, 1 serving of bread or bread alternate, 1 serving of fruit.

Lunch: Milk, 1 serving of meat, eggs, cheese, peas, beans, peanut butter or equivalent quantity of any combination of these foods, 2 servings of vegetables or fruits, bread or bread alternate.

Snack: 2 of the following: Milk, juice or fruit or vegetable, meat or meat alternate, bread or bread alternate.

A weekly menu will be posted on Brightwheel. If a child has special dietary needs, please discuss them with the director. Each child will be encouraged to try at least one bite of all foods at the table without rewards. They will be allowed to choose from the foods offered. Teachers will partake in the mealtime experience. If you choose to bring lunch, it may be supplemented with other nutritional foods. We will include planned and unplanned nutrition lessons. Families will be given flyers and web links to encourage healthy nutrition. All staff preparing meals will complete a food safety class approved by DHS.

Physical Activity

Physical activity is imperative to proper developmental growth. The center will provide a variety of activities appropriate for your child's developmental needs at least twice per day. This may include but is not limited to the following: Dancing, yoga, bike riding, throwing/kicking balls, group activities/games involving running, walking, skipping, jumping, etc. Activities will be planned for indoor and outdoor education.

Field Trips and Non-Center Activities

All field trips will be posted at least one day in advance so that the parents can have their children to the center in time. Parents are welcome to attend any field trips. All parent volunteers who go on field trips are required to fill out a Criminal record check and a volunteer statement. According to DHS, there must be one extra adult over the staff ratio whenever we take transport children. We remain with the students at all times and do name to face recognition upon arrival and departure. The only water activity field trips will be at a public pool with lifeguards on duty and for school aged children only (already started school plus 5 years and up) and the ratio of 1 to 6 will be maintained. There will be a parent authorization form to fill out for all field trips.

Transportation Policy

Licensed staff may be asked to transport children to and from field trips. They may be driving the center vehicle or their own. All staff will have a copy of license on file and proof of insurance with them. Any parent who is driving for a field trip will also have to have valid insurance. All children will have proper safety belts or seats as warranted for age. Children will be in a car seat or booster seat, as provided by parents, until 36 inches tall or 40lbs. There will be no children in the front seat. Unless there is a medical or evacuation emergency where such devices are not available.

Bus Stop

The College Community School District bus stops in front of the center and we will make sure that your child leaves/arrives promptly.

Preschool Schedule

6:30 Free Play

8:30 Breakfast

8:45 Book and Art Activity

9:00 Centers

1. Tablets-Educational Age Appropriate Games

2. Building Center-Blocks, other building materials

3. Reading Center-Books related to theme

4. Math/Science Center-Sorting, counting, shapes, games puzzles and science related activities.

5. Art Center-Art materials provided for free art exploration.

6. Sensory Tub-Sand, Corn, Feathers. In this center children feel different textures as well as learning pouring, measuring and sorting.

7. Dramatic Play Area-This area will change every week.

House, dress up, camping, gardening, and grocery store are some examples for this center.

8. ABC Center-Writing, ABC puzzles, practice writing names, learning letters.

10:00 Outside/Indoor Movement/Large Motor Skills

10:30 Group time/Calendar/Sharing/Music

11:30 Lunch

12:00 Outside or Movie/Quiet Time

12:30-3:00 Rest Time

3:00 Snack

3:15-5:30 Free Play