

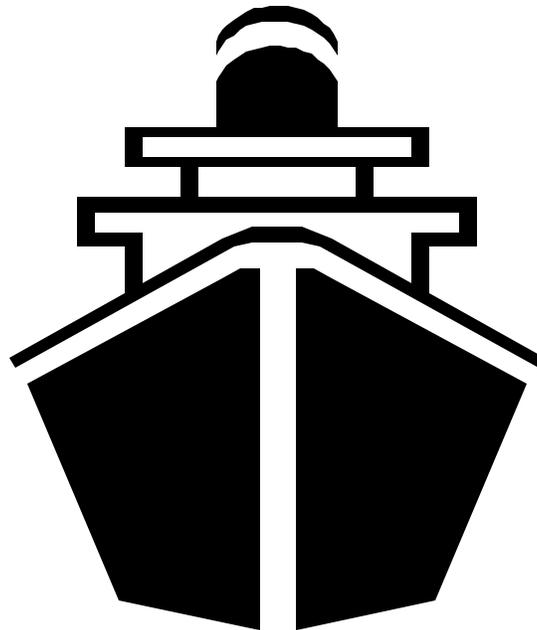
UNITED STATES COAST GUARD



**Integrated Support Command Alameda
Alameda, Ca 94501-5100**



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“MAKING THE WORLD A BETTER PLACE FOR CHILDREN”

PARENT HANDBOOK OF STANDARD OPERATING PROCEDURES

2005-2006

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OBJECTIVE AND CENTER PHILOSOPHY

The Integrated Support Command Child Development Center's goal is to provide an atmosphere for children 6 weeks through 5 years that will foster the physical, emotional, social and intellectual development of the individual child. To accomplish this we endorse the Developmentally Appropriate Philosophy Practices of the National Association for the Education of Young Children. All children will be provided opportunities to participate in indoor, outdoor, group and individualized activities. The Child Development Staff are professional nurturing individuals committed to providing quality child care services.

The Coast Guard Child Development Center's Philosophy is based on the belief that each child goes through developmental stages of growth. It is the responsibility of the staff to see each child's individual needs are considered and to foster the child's development in the most appropriate manner by assuring that he/she is stimulated socially, emotionally, physically and cognitively.

We believe that every child can benefit from a well-planned, anti-bias/multi-cultural curriculum. The curriculum is based on the child's individual developmental stage stemming from each child's strengths and interests, offering the child a variety of enriching experiences and opportunities to learn about their world, in order to facilitate growth and development.

We believe that the parents are the first child's teachers and we respect their values and beliefs. Every effort is made to include our parents in programs by working with them hand-in-hand.

We are a child oriented, free choice, center-based environment. It is our intent to help the growth of the whole child, the individual needs and each individual stage is met through an atmosphere of play. The goal is to provide an environment that is rich with stimulating developmental activities. Furthermore, we have an outdoor environment that encourages learning through play. This assures that each child will be successful and thus build self-confidence and competence needed in future schooling.

WHAT IS THE MARAZON SYSTEM?

The Marazon system is a concrete planning and assessment system. It is the general name give to a variety of planning and authentic assessment systems that are focused on supporting and challenging the individual needs and interest of children. It is a systematic approach to aid teachers, parents, childcare providers, and other related professionals to intentionally plan activities that meet the needs and interest of children. The System uses the everyday curriculum of the center, the home, and the community to support and challenge children's growth and learning across six areas of development. A domain of development is a sub-category or area of development.

THE SIX DOMAINS OF MARAZON SYSTEM

There are six domains in the Marazon System. They are **Affective** (relating to self), **Social** (relating to others), **Creative** (originating for self), **Cognitive** (thinking), **Language** (communicating) and **Physical** (doing).

The Marazon System enables teachers to use their knowledge of child development to plan for children. The System shows educators how to arrange the environment, how to assess, interpret, composite, and report children's development using anecdotal records, photos, work samples, interviews, and even children's own self reports. The System also supports teachers during parent conferences and meetings as it provides them with a common language to share with parents.

PHYSICAL - The child is provided a safe, healthy and stimulating environment that encourages physical development in large and small muscle control, sensory awareness, and physical maturity. New capabilities evolve from existing skills as the child progresses physically.

SOCIAL - the teachers model pro-social behaviors and provide opportunities for the child to express themselves in socially acceptable ways. With infants, teachers structure the environment so safe interaction can occur. When a conflict arises, the child is guided to solve the problem in a fair, non-harmful way. The teacher's role is that of support person, stepping in only when damage to personal property or safety warrants. Adults model appropriate skills: positive interactions, problem solving, cooperating, helping and negotiating. Newly learned skills are practiced daily.

AFFECTIVE - The child will identify one's self, manages one's emotions, develop psychological strengths and virtues, values, and ethical competence. The child is encouraged to use appropriate (non-harmful, non-damaging) ways of expressing his or her feelings. Feelings are always appropriate; behavior may or not be. Each child is encouraged to verbalize his or her feelings so that these feelings may be communicated to others and acted upon appropriately. Teachers provide language for younger children who cannot talk.

COGNITIVE- The child is provided with a multitude of hands-on learning opportunities where the emphasis is on learning by doing. Playing expands a child's language, pre-reading and pre-writing skills and increases awareness of color, shapes, sizes, numbers, textures, tastes, smells, tones and etc. Teachers encourage intellectual growth of each child through observations, planning and implementing appropriate activities.

CREATIVE- the child is encouraged to think, communicate, or act in ways that are new and original to express themselves. The children are provided with various art media and encouraged using them in different ways.

LANGUAGE- the children will be provided many opportunities to experience a variety of language activities. These activities develop the skills in communicating through

listening, speaking, reading, writing and other modes. As a part of their daily routine, teachers read stories and offer interactive finger play and poems.

NAEYC ACCREDITATION

The National Academy of Early Childhood Programs accredited Coast Guard Island Child Development Center. The Academy administers the only national, voluntary, professionally sponsored accreditation system for all types of schools and child care centers. The Academy is a division of the **National Association for the Education of Young Children**, the nation largest organization of early childhood educators. This prestigious recognition has been achieved by approximately 7% of early childhood programs nationwide.

WHAT IS ACCREDITATION?

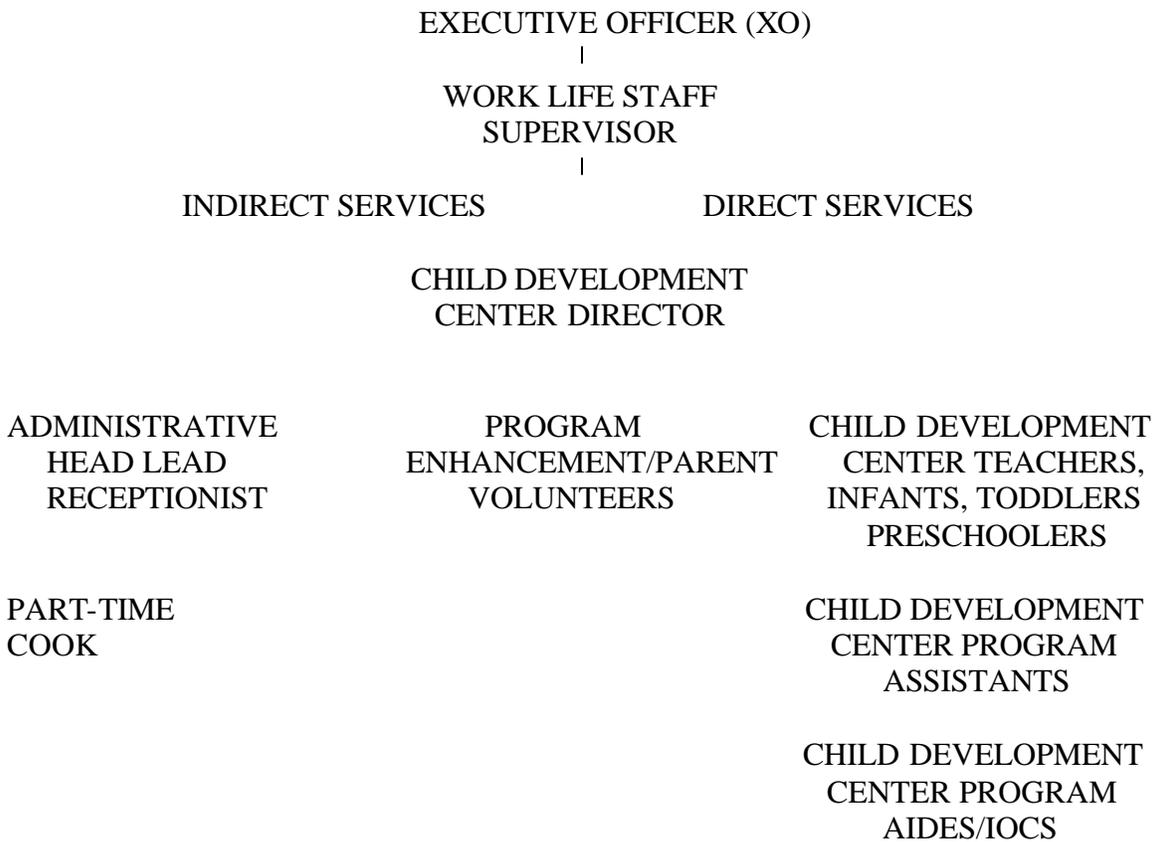
NAEYC accreditation is a rigorous, voluntary process by which early childhood programs demonstrate that they meet national standards of excellence.

Early Childhood Facilities accredited by the National Academy of Early Childhood programs have undergone an intensive self-study, collecting information from parents, teachers, administrators and classroom observations. To validate compliance with the Academy's Criteria for High Quality Early Childhood programs, an invited external early childhood professional reviews training by NAEYC. A team of national experts who grant or defer accreditation independently review all of this information. When awarded, accreditation is valid for three years.

The heart of NAEYC accreditation focuses on the child's experience, the process carefully considers all aspects of a program including health and safety, staffing, staff qualifications, and physical environment. The greatest emphasis is on the children's relationship with the staff and how the program helps each child grow and learn intellectually, physically, socially and emotionally.

ADMINISTRATIVE AUTHORITY

The Child Development Center operates under the policy guidance from the Commandant and is a function of the Morale, Wellness, and Recreation (MWR) Program. As part of MWR program, the Child Development Center is an important quality of life factor for Coast Guard families. The Child Development Center Director has an open door policy and encourages parents to discuss any concerns or issues pertinent to the Child Development Center and its services. Every effort will be made to resolve concerns at the level of the Center Director. Any concerns that are not resolved may be addressed through the **Administrative Chain of Command.** (See below)



ELIGIBILITY AND PRIORITY

The center will accept children ages 6 weeks to 5.11 years old. Eligibility for placement is as follows in accordance with COMDTINST M1754.15.

1. Single parents, whether Active Duty Coast Guard or Civilian Coast Guard Employees or DOD employees (paid from either Appropriated or Non Appropriated funds);
2. Coast Guard Active Duty and Civilian Employees
3. Active Duty DOD Parents
4. Civilian parents employed by DOD or other Federal agencies
5. DHS and Other Federal Employees
6. DHS Contractors
7. Community Members

Children will be admitted in the order of a completed application within each of the six categories. Children already enrolled, will not be removed to make space available for another child.

PROGRAMS AND SERVICES

FULL-DAY PROGRAM

The full-day program is designed to meet the needs of working parents and operates Monday through Friday from 0600 to 1700. Childcare is provided a maximum of 10 hours per day for children ages 6 weeks to 5 years on a full-time agreement. Any time used over the 10-hour limit will be billed at a rate of \$5.00 for the first 10 minutes, each additional minute will be charged at \$1.00 per minute. Preschool children 3 to 5yrs. must be fully potty trained prior to admission. Exception to potty-training policy will be made for children with special needs.

PART-DAY PRESCHOOL

The part-day preschool program is consistent with our developmental philosophy and operates on a fixed schedule, five part days; Monday through Friday, three part days; Monday, Tuesday and Wednesday, and two part days; Thursday and Friday from 0630 to 1130 and 1200 to 1700. Part-day morning children will be served breakfast and lunch. Part-day afternoon children will be served snack. Parents requiring a flexible schedule will be considered and accommodated on a space available basis. Preschool children 3 to 5 yrs. must be fully potty trained prior to admission. Exception to potty training policy will be made for children with special needs.

PROGRAMS AND SERVICES

HOURLY DROP-IN

The Child Development Center will accept hourly drop in children based on space availability in each age group. Children must be registered in the Child Development Center and immunizations up to date prior to attendance. Parents may use hourly care for

3 days per week, six hours daily from 0700-1600. The Center director in emergency situations may grant exceptions to the 3-day per week policy. The hourly program will not be used as a substitute for full-day or part-day care. Reservations are made on a first come, first serve basis by calling the Child Development Center during business hours. Parents using the hourly program MUST make sure that they sign their child in and out of the designated activity room. Hourly payment is due daily. If prior reservations are made and cancellation is necessary, please notify the center 24 hours in advance. Four cancellations in 12 months will automatically terminate childcare privileges. A fee schedule may be obtained at the Child Development Center.

RATIOS/CAPACITY:

INFANTS 6 weeks to 12 months, capacity 16, ratio 1:4

PRETODDLERS 12 to 24 months, capacity 10, ratio 1:5

TODDLERS 24 months to 36 months, capacity 14, ratio 1:7

PRESCHOOL 3 to 5 years, capacity 36, ratio 1:12

CURRICULUM

INFANT/TODDLER ACTIVITIES

All infants and toddlers will be assigned primary caregivers that will focus on their individual development and needs.

DEVELOPMENTAL ACTIVITIES

Each child will engage in planned development activities indoors and outdoors, on a daily basis. The activity plan and schedule will be posted in the activity room on the parent board. Developmental activities include: block play, dramatic play, art, sand and water play, music and movement, reading readiness activities, language arts activities, large motor activities, fine motor activities, cognitive/thinking and reasoning activities.

STAFF TRAINING AND LEAD TEACHER QUALIFICATIONS

The center staff will participate in CPR, First aid, Child Abuse prevention reporting, and training pertaining to the development of children. Each program will have a qualified Lead Teacher that has two years of specialized experience, and CDA credentials or 1 year specialized experience and AA degree in childcare, or 6 months experience and BA/BS degree in Early Childhood Education, Elementary Education, Child Development, Home Economics, Special Ed., or related fields. Staff will be medically cleared to work with children and be required to have an annual physical/medical examination and TB skin test.

REGISTRATION PROCEDURES

WAITING LIST

A waiting for childcare is maintained to ensure that the enrollment priority and eligibility guidelines are followed in accordance with Coast Guard Regulations. Parents that desire to enroll their child may request to place their Childs name on the waiting list. The following conditions may effect immediate enrollment:

1. Full enrollment capacity in the requested age group
2. Development transition of children currently enrolled in the center
3. Incomplete immunizations that are required for childcare entry
4. Center staff availability

Every effort will be made by the Child Development Center Staff to respond to wait list inquiries and process registration in a timely manner. If a parent on the waiting list is offered enrollment and declines, the Childs name will be moved to the bottom of the waiting list for the assigned eligibility category. The registration packet will be issued only when the parent is contacted by the Child Development Center and informed of the enrollment vacancy. Parents must provide each Childs birth certificate or legal documentation verifying guardianship.

REGISTRATION FEE

A \$25.00 family fee will be required upon enrollment, and will be due annually during the month of the Childs initial enrollment. This registration fee entitles you to enroll your child in any Child Development Center program.

FORMS TO COMPLETE

1. Child Development registration form
2. Parental profile of child
3. Health form
4. Medical consent authorization
5. Field Trip permission
6. Application for Center Fees
7. USDA eligibility application (even if your child is an infant)
8. Parent understating
9. Infant feeding plan (for infants 6 weeks to 12 months)
10. Volunteer request and agreement
11. Parent agreement (the last page of this handbook)

REGULATIONS

Regulations and SOPS are available at the center for your information and review. Please consult the Director for assistance.

FINANCIAL RESPONSIBILITIES

FEE ASSESSMENT

Fee assessment is based on total family income. Total family income (TFI) means the earned income of adult members of the household including wages, salaries, tips, long-term disability benefits received by a family, incentive and special pay for service or anything else of value, even if not taxable, that was received for providing services. Also included is basic allowance for housing and basic allowance for subsistence authorized for the pay grade of military personnel, whether the allowance is received in cash or in-kind. TFI does not include: The geographic cost of living allowances; Alimony and child support; Temporary duty allowances or reimbursements for educational expenses; Veterans benefits; Workers compensation benefits; and unemployment compensation. These are to be excluded from total family income.

PAYMENT PLANS

Parents may choose to pay weekly, bi-weekly or monthly. Weekly and monthly fees are due Monday morning (or the first day of the week/month that your child attends), and considered late if not received by close of business on Wednesday. A late charge of \$100.00 will be assessed to your account on Thursday. Bi-weekly fees are due on the 1st and 15th of the month. If bi-weekly fees are not received by the 3rd working day close of business, a late charge of \$10.00 will be assessed to your account. Any balance due for 30 days will meet with Director to arrange payment plan. Any balance 60 days or more will meet with Work Life Supervisor, which may result in disenrollment.

RETURNED CHECKS

Checks returned to the MWR office from a bank for non-payment will be assessed a charge of \$30.00 per check, (\$20.00 CDC NSF fee and \$10.00 Bank NSF fee), plus the amount of the check.

LATE PICK-UP FEES

The Child Development Center closes at 1700. A late fee charge of \$5.00 for every 10 min. or a fraction thereof will be assessed to the account for any child that is not picked up by 1700.

REFUND POLICY AND WITHDRAWAL

A two-week notification for withdrawal is required. Refund of tuition fees for mid month withdrawal will be permitted if notification of withdrawal is submitted to the Director two weeks in advance. Tuition fees will not be refunded for non-center usage due to illness, federal holidays, family vacations or scheduled center closing. If parents/guardians receive sudden transfer orders or unforeseen events occur that prohibit submission of a two-week withdrawal notice, written request for tuition refund may be submitted to the Director along with verification of circumstances. The Director will make a refund decision within three working days of receipt of refund request.

BASIC RULES OF OPERATION

DAILY CHILD ACCOUNTABILITY

SIGN IN

Children attending the center must be signed in and out by the parent/guardian or parent designee.

VISUAL INSPECTION

Upon receiving your child the Child Development Center Staff will perform a visual daily inspection to observe his or her physical condition. A child that exhibits signs of illness will not be accepted for care. The Child Development Center staff will record any noticeable signs of illness or injury. If you are aware of any marks or bruises on your child, please inform the teacher and complete the Child Development Center staff notification parental outreach report.

RELEASE OF CHILD

Child Development Center Staff will ensure that each child is released to their parent or guardian by initially requesting to see military or civilian photo I.D. cards. Once staff recognize parents or guardians, the I.D. card check in the room will not be necessary. Child Development Center staff will initial the sign in sheet by your signature to verify parent or guardian release. Under no circumstances will any child be released to a minor under the age of 14 or to any unauthorized person.

RELEASE DESIGNEE

For emergency purposes please be sure to list at least 3 child release designees on your registration form. Release designees must have photo identification in order for the Child Development Center staff to release your child.

ACCESSIBILITY

The center is accessible to all parents anytime during the operational hours when their child is in attendance. To enter the Child Development Center parents should have in their possessions their Child Development Center identification card to be presented to center personnel when requested.

VISITORS

Visitors that wish to tour the center or that accompany the parents, must sign in at the front desk and wear a visitor's pass. No unauthorized persons will be allowed in the center at any time. Visitors will not be allowed to visit a child without written parental notification and permission.

PERSONAL ITEMS FOR ROUTINE CARE

All of your child's belongings must be labeled with their full name to ensure individual use and return if lost. The Child Development Center staff is not responsible for personal

belongings left at the center. A lost and found box will be maintained at the center. We ask that you leave your Childs toys at home or in the car so that favorite items are not lost or broken at the center. Books from home are always welcome. Also, Teachers may have special show and tell days. We make every attempt to keep track of items from home. However, the Child Development Center is not responsible for lost or damaged items.

INFANTS/TODDLERS

Parents are to provide wipes, and disposable diapers/training pants, (medical exceptions for us of cloth diapers will be allowed upon submission of a signed physician statement), parents must provide covered airtight container for storage of soiled cloth diapers. Each child should have two changes of clothing. Parents may also provide for their infants crib, bumper pads and a comforter or blanket. Bedding must be taken home weekly or as needed to be laundered.

PRESCHOOL

Older children are also welcome to bring in a favorite blanket, pillow and stuff animal. It is the responsibility of the parent to ensure that these items are laundered weekly or as needed. Preschool children will be provided the opportunity to brush their teeth after lunch. Please bring a toothbrush in a covered container, toothpaste and unbreakable plastic cup. All items should be labeled with the Childs full name.

USDA FOOD PROGRAM

All children ages 12 months to 5 years enrolled in the center will participate in the USDA Food Program. This program provides reimbursement to the facility for meal service to each child. Parents are required to complete the USDA eligibility form upon registration. Children will be served breakfast between 0800-0830, lunch 1100-1130, and snack between 1400-1430.

INFANTS

Infants will be fed on demand to meet their nutritional and emotional needs. Parents are asked to complete the infant feeding plan for infants 6 weeks to 12 months. Infants will be held for bottle feedings and fed individually. Infants that are under the age of 12 months and are eating table/solid foods at home may participate in the center meals. Please inform the center staff of your preference.

FORMULA

Parents must supply single servings of premixed formula or breast milk in plastic bottles labeled with the Childs full name and date. Bottles with formula, breast milk or milk will not be reserved to the infants after an initial feeding because the mild will have been contaminated with saliva and bacteria, which could spoil the contents. Any contents remaining after a feeding will be discarded. Bottles of formula/breast milk or milk will only are heated in bottle warmers or hot water.

MILK

Whole milk will be supplied by the center for infants and toddlers younger than 24 months that are drinking whole milk. 2% milk will be served to the children over 24 months.

BABY FOOD

Parents must provide unopened jars of baby food for their infant. Food must be in its original container labeled with the Child's full name and date and time of preparation and any special instructions, all bottles and lids must be marked clearly. Unused portions remaining in the jar will be returned to the parent at the end of the day or will be kept in the infant room refrigerator for 48 hours and then discarded if unused. This practice prevents bacterial growth and food borne illness.

FOOD RESTRICTIONS

MEDICAL

Children that have food restrictions due to medical reasons must provide the center with documentation from the physician stating the restricted food item. On occasion the center may be able to supply food substitutions.

RELIGIOUS BELIEFS

Parents that desire to restrict a certain food due to religious beliefs must provide a written request and supply a daily food substitution that will meet the nutritional requirements of the child.

MEDICAL INFORMATION

MEDICATION ADMINISTRATION

Only prescribed medication in its original container with the Child's full name, dosage instructions, and name of authorizing physician. The medication will be administered to children by Child Development Center staff. The physician and parent must complete a Child Development Center Medication Permission form. If your child will be going to the doctor for any illness, please be sure to take along the medication permission form. Additional copies can be obtained from the office. At no time will Medication be added to milk, formula or food. Please be sure to bring appropriate measuring utensils.

24-HOUR WAITING PERIOD

Because children may have adverse reactions to medication, parents must administer the first 24-hour dosages prior to the Child Development Center staff administering the medication. During this time you should observe your child closely and report any noticeable physical changes to the physician.

OVER THE COUNTER TOPICAL CREAMS

Over the counter topical diaper rash cream may be applied to a child upon completion of a medication form. If the diaper rash fails to improve or clear after five days of over the counter usage, the parent will be required to have the child seen by a physician.

SUNSCREEN

Sunscreen in its original container may be applied to a child upon completion of a medication form. Please be sure to put your Childs name on the bottle.

TYLENOL (ACETAMINOPHEN) & Motrin (IBUPROFEN)

Medications used to regulate body temperature will only be administered if prescribed by a physician for teething pain, to reduce discomfort after an immunization, or for other body pains. This medication, **when prescribed by a physician**, to control febrile seizures or like illnesses **can be** administered by the Child Development Center.

MEDICAL TREATMENT

An emergency Medical treatment authorization form CG-5484B completed by a parent/guardian is required for each child prior to attending the Child Development Center.

SICKNESS DURING OPERATIONAL HOURS

If a child becomes ill at the center the staff will contact the parents to pick the child up. Because of the one on one care required for an ill child, parent/guardians are asked to pick up the ill child with one hour of contact. Failure to pick up an ill child within one hour of being notified will result in the child being withdrawn from the program as well as a late fee charge of \$5.00 per hour or fraction thereof. If an illness or injury necessitates emergency care, authorized medical staff will transport the child to the nearest facility. Attempts will be made to inform parents using available work, home and emergency phone numbers provided.

ISOLATION ROOM/MEDICAL REFERRAL

Children that exhibit any of the following symptoms while at the center as described on page 12 under the section **DENIAL OF CARE**, will be separated from other children and cared for in the isolated room until the parent or guardian arrives. The parent will be given a Medical Referral describing the Childs symptoms. The Physician prior to the Childs return to the Child Development Center must complete the Medical Referral.

DENIAL OF CARE

Childcare will be denied to a child that:

1. Does not feel well enough to participate in daily activities.
2. Has a temperature of 101 degrees or higher accompanied by behavioral changes or other signs of illness.

3. Has symptoms of lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs, until medical evaluation allows inclusion
4. Has uncontrolled diarrhea, that is increased number of stools, increased stool water and/or decreased form that is not contained by the diaper, until the diarrhea stops.
5. Has symptoms of other contagious diseases, such as, measles, mumps, scarlet fever, strep infection, sore throat, swollen glands, impetigo, ringworm, chicken pox, purulent conjunctivitis, scabies, head lice, tuberculosis, pertussis, hepatitis A virus, rubella has vomiting illness (2 or more episodes or vomiting in the previous 24 hours)
6. Has mouth sores with drooling, unless a health care provider determines the condition is non infectious
7. Has any undiagnosed rash with fever or behavior change, until the health care provider determines that these symptoms do not indicate a communicable disease
8. Has yellow green mucous discharge from the nose

RE-ADMISSION AFTER ILLNESS

Children may be readmitted after an illness only when their presence will not affect the health of other children and staff, the child feels well enough to participate in daily activities, the child is medically cleared and the physician states the condition is not communicable.

SPECIAL NEEDS CHILDREN

Children with special needs will be accepted, as we are reasonably able to accommodate and meet the physical and developmental needs of the child.

CHILD OBSERVATION

TRANSITION OF CHILDREN

Children will transition to the next age group, as they are chronologically and developmentally ready, as determined by the Teacher and Center Director. Parents will be notified of a Child's readiness to transition and be involved in the transition process.

BEHAVIOR/ADJUSTMENT CONCERNS

Every effort will be made by the Child Development Center staff to assist children with behavior or adjustment difficulties. If a child cries uncontrollably and is unable to be comforted, the parents will be contacted to remove the child from the center. Sometimes a child is unable to adjust to a group experience. If a Child's behavior is observed as unacceptable in the first 2-week period, we will notify the parents. If within the 2-week period we are unable to control the child and other children or adults are at risk of injury, the parent will be notified to terminate center enrollment. The Child Development Center staff will make every attempt to offer professional help, and refer parents to available resources.

BEHAVIORAL MODIFICATION PROCESS

If a child enrolled in the Child Development Center program develops behavior or adjustment difficulties after the first 2-week period; the staff will try to modify the Child's behavior by focusing on staff/child interactions, child observations, available resources for assistance, and parental involvement. If a Child's behavior fails to improve within 30 days of focused intervention, parents will be asked to seek alternative childcare arrangements. The decision to terminate childcare will be made by the Director. A 2-week termination notice will be given. Parents have the right to appeal termination of childcare services through the Chain of Command.

BITING

Biting is a common behavior among young children. If a child is bitten, standard first aid procedures will be followed. The center staff will not disclose the name of the biter at any time unless the biter breaks the skin and the parent's request to know the Child's name for purposes of communicable disease screening. Every effort will be made to modify a habitual biting Child's behavior. However, habitual biting may be grounds for enrollment termination until the child outgrows biting. An incident report will be prepared for each child involved.

INCIDENT/ACCIDENT REPORT

If a child is involved in an incident or accident, it will be recorded by the Child Development Center staff on an Incident/Accident form and signed by the Teacher, Director and Parent.

POTTY TRAINING

Potty training will be based on each Child's individual developmental readiness and done in conjunction with the parent. Parents are required to provide two changes of clothing, diapers, disposable training pants and wipes. Soiled clothing will be placed in a plastic bag and stored in the Child's diaper bag and cubby. Center staff will not launder children's soiled clothing.

DISCIPLINE AND CHILD GUIDANCE

The use of discipline in Coast Guard Child Development programs is intended to provide positive guidance, utilize redirection, and set clear behavior limits. It shall assist the child in the development of self-control, self-respect and consideration for the rights and property of others. Discipline for children will be constructive in nature and include methods of modeling and desired behavior, praise of appropriate behavior, limit setting, gentle physical restraint, or holding if necessary to prevent injury to themselves or to another child.

UNACCEPTABLE DISCIPLINE PROCEDURES

Unacceptable discipline procedures which will result in immediate dismissal, may include but are not limited to: corporal punishment, humiliating or frightening punishment, spanking, verbal abuse, threats and placing the child in a confined space, isolation of a child out of adult supervision, and punishment for lapse in toilet training. Any observed incidences must be reported to the Director immediately.

CHILD ABUSE AND NEGLECT

TOUCH POLICY

The Child Development Center staff will receive written instruction on appropriate and inappropriate touching prior to involvement with the children.

REPORTING PROCEDURES

Suspected child abuse will be reported by the Center Director to the Family Programs to the Family Programs Administrator and to Child Protective Services. Law to report suspected abuse mandates childcare staff. If a parent suspects that their child has been the victim of abuse by center staff, they should immediately report their suspicion to the director and Child Protective Services.

CHILD ABUSE TRAINING

Child Development Center staff will receive written instructions on child abuse identification and reporting procedures prior to involvement with children.

PARENTAL INVOLVMENT OPPORTUNITIES

CHILD ABUSE PREVENTION MONTH

April is child abuse prevention month. Parents will be able to participate in special child abuse training offered by the Child Development Center.

MONTH OF THE YOUNG CHILD

The fourth week in April, the week of the Young Child is set aside to acknowledge children. Generally, within the Military community April is designated as Month of the Military child. Special events will be planned to promote family involvement.

VOLUNTEERS

Persons desiring to work with children in the childcare center must meet the following requirements:

1. 18 years or older
2. Proof of a negative TB test taken within the last 12 months
3. Completion of volunteer request and agreement form

CONFERENCES

Each Lead Teacher will schedule quarterly conferences with parents of full-day and part-day program enrollees to discuss the Childs individual development.

PARENT COMMITTEE

The Parent Committee (PC) provides parents with an avenue for direct input to the Commanding Officer and the Center Director concerning the policy and operation of the facility. The PC is not a policy making body, but an advisory group. PC meetings are held monthly on the 2nd Wednesday of the month from 1130 to 1230. For more information regarding PC rules and regulations, refer to the Standard Operating Procedures for the Parent Committee.

PARENT EDUCATION

Training opportunities will be offered on specific issues relating to child development. Resource and reading materials are available in the center lobby and information can be obtained from the Director.

HOLIDAY AND BIRTHDAY CELEBRATIONS

We encourage staff to acknowledge each Child's birthday in a special way. Children will be able to make their own birthday hat, nutritious snacks and drinks. Because we are enrolled in the USDA food program sugary treats, ice cream, cakes and candy or any food made at home cannot be served to the children at the center as a snack or meal. If you would like to have a classroom party for your child, please talk to the classroom staff or Director for guidelines, suggestions and acceptable foods that can be served to the children. Holidays will be observed as appropriate to the developmental program and learning experiences derived from the holiday.

CENTER HOLIDAYS

The Center will close to observe all Federal holidays: New Years Day and Martin Luther King, Jr Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day.

EMERGENCY PROCEDURES

Emergency procedures are posted in all classrooms to facilitate quick action in the event of an emergency or natural disaster. Daily attendance sheets will be used to verify the presence of each child in an emergency situation. Please do not forget to sign your child in and out at both the front desk and classroom.

The Child Development Center children and staff will participate in monthly emergency drills. In the event of an actual emergency appropriate action will be taken in accordance with the Emergency Procedures SOP. If the Child Development Center building is declared unsafe, children and staff will be relocated to an alternative site. Notice will be posted on the Child Development Center door and parents will immediately be contacted to pick up their child.

WEATHER CONDITIONS

Units are generally informed before center staff about Command directives regarding base closures. The center staff will follow the directives of the Commanding Officer. Unless directed by the Commanding Officer, inclement weather conditions will not affect the operational hours of the Child Development Center or mandate center closure. If parents are uncertain about operation of the childcare center due to weather conditions, they should call the center for information. If there is not answer, it is advisable to assume that the center is closed.

PARENT AGREEMENT:

I have read, understood, and agree to act in accordance with all items presented to me in this parent handbook.

(PARENT/GUARDIAN SIGNATURE)

(DATE)