



Learn & Grow
Child Care Center

Policy & Regulation Handbook

of

Learn & Grow Child Care Center

EST. 1971

1020 N. 2nd Ave.

PO Box 69

Mulvane, KS 67110

Phone: 316-777-0355

Fax: 316-777-0355

Email: lgccc71@gmail.com

Website: www.learnandgrowchildcarecenter.com

Learn & Grow Child Care Center

Learn and Grow Child Care Center was established October 1971 as a ministry of the First Baptist Church of Mulvane. It began as a volunteer basis with only one teacher and three children.

By December 22, 1971, the Center was licensed by the State of Kansas as a non-profit organization for sixteen children. Time wore on, the number of children grew, causing classrooms to be added and the teachers to increase. Soon, what began as a small service to church members, had grown into a community wide service.

As of 2020, the Center employs 13 staff members, with over approximately 75 children enrolled. It is composed of six classrooms with an age range of children 2 1/2 to 5 / Pre-Kindergarten. Though times have changed, and enrollment has grown, the mission is still the same:

To love all children unconditionally, to support and encourage in all things, to provide a strong education base for the future, and to teach the children about God's love.

John 3:16

For God so love the world, that He gave His one and only son,
that whoever believes in him shall not perish but have eternal life.



First Baptist Mulvane



Table of Contents

Mission Statement	pg. 3
Objectives	pg. 3
Curriculum	pg. 3
Licensing	pg. 3
Policy & Regulation	
Admission	pg. 4
Hours of Operation	pg. 4
Sessions	pg. 4
Days Center OPEN	pg. 4
Days Center CLOSED	pg. 4
Records	pg. 5
Enrollment	pg. 5
New Enrollment	pg. 5
Current Enrollment	pg. 5
Termination of Enrollment	pg. 5
Confidentiality	pg. 6
Communication	pg. 6
Communication Between Two Households	pg. 6
Parent Conduct	pg. 6
Attendance	pg. 7
Early Drop Off/Late Pick Up Fee	pg. 7
Drop Off/Pick Up Guidelines	pg. 7
When Dropping off	pg. 7
When Picking Up	pg. 7
Tuition & Payment Guidelines	pg. 8
Payment of Tuition	pg. 8
Staff	pg. 8
Toys and Personal Items Brought from Home	pg. 8
Food	pg. 9
Learn & Grow Will Provide Meals	pg. 9
Allergies	pg. 9
Birthday and Classroom Parties	pg. 9
Sack Lunches	pg. 9
Meal Service	pg. 9
Outdoor Play	pg. 10
Clothing	pg. 10
Naps	pg. 10
Health Policies	pg. 11
Minor Injury/Medical Emergency Procedures	pg. 11
Insurance	pg. 12
Medications	pg. 12
Dental Policy	pg. 12
Safety	pg. 12
Discipline Policy	pg. 13
Behavior Policy	pg. 13
Child Abuse Law	pg. 13
Field Trips/Transportation	pg. 14
Visiting/Conferences	pg. 14
Changes to Policy and Regulation Handbook	pg. 14

Mission Statement

Learn & Grow Child Care Center's mission is to provide a safe, caring, environment to meet the needs of the children in our care, and to assist them in their spiritual, individual, emotional, social, and intellectual growth.

Objectives

1. To give love and acceptance to each child.
2. To create a happy and secure environment.
3. To teach the child to listen, think for themselves, follow directions, and to problem solve.
4. To help the child develop a positive self-image.
5. To provide learning activities which will help the child expand their knowledge.
6. To provide experiences of sharing and playing with others.
7. To encourage creativity through play, art, music, and large motor activities.
8. To teach the child about God's love.

Curriculum

- The curriculum is carefully planned and will be reviewed for updating as needed.
- Each child is expected to participate in teacher led experiences and opportunities for growth based on Kansas Administrative Regulations {K.A.R.}:
 - ✓ Balance of Active, Quiet, Individual, and Group Activities. {K.A.R. 28-4-427 (c)(2)}
 - ✓ Activities that promote Self Esteem and Self Image. {K.A.R. 28-4-427 (c)(1)(A)}
 - ✓ Social Interaction. {K.A.R. 28-4-427 (c)(1)(B)}
 - ✓ Self-Expression and Communication. {K.A.R. 28-4-427 (c)(1)(C)}
 - ✓ Creative Expression. K.A.R. 28-4-427 (c)(1)(D)}
 - ✓ Large and Small Muscle Skills. {K.A.R. 28-4-427 (c)(1)(E)}
 - ✓ Intellectual Growth. {K.A.R. 28-4-427 (c)(1)(F)}
 - ✓ Meals.
 - ✓ Outdoor Activities.
 - ✓ Rest Periods.
- Learning experiences will include:
 - ✓ Art, blocks, books, dramatic play, free play, games, home living, manipulatives, music, nature, puzzles, science, and story time.
 - ✓ These activities are designed to enhance gross and fine motor skills, cognitive skills, and language and mathematics development.
- Simple Bible stories, songs, and moral reflections will be used as part of the curriculum. {K.A.R. 28-4-426 (b)(4)}.
- A daily schedule and weekly lesson plans will be posted in each classroom. {K.A.R. 28-4-427 (c)(3)}.
- Lesson plans will follow the Center activity calendar yet be flexible to allow for a child's natural curiosity and interests.

Licensing

Learn & Grow Child Care Center, operated by Learn & Grow Child Care Center, Inc., located in the First Baptist Church of Mulvane, is a Non-Profit organization licensed for 60 children by the Kansas Department of Health and Environment #0056796 and Department of Children & Families. Learn & Grow Child Care Center meets the KDHE and DCF requirements regarding environmental standards and staff.

Policy & Regulations

Admission

- ✓ This institution is an equal opportunity provider. {K.A.R. 28-4-426 (b2)}.
- ✓ There will be no discrimination of race, color, religion, national origin, ancestry, physical handicap, sex, age, or disability.
- **The Center is not designed to serve the developmentally or physically disabled child.**
 - The administration and the teacher will review each situation individually that involves a child with disabilities.
 - A determination will be made between the parent and the administration to determine if the Center can meet the needs of the child.
 - The Center is not equipped to provide one-on-one supervision on a consistent basis for a child who has special education or special health needs.

Hours of Operation

- Learn & Grow Child Care Center is open
 - Monday through Friday
 - 6:00 a.m. –6:00 p.m. (closing @ 5:30 p.m. every Wednesday)

Sessions

- Preschool 8:15 a.m.—11:15 a.m.
- Day Care 6:00 a.m.—6:00 p.m. (5:30 p.m. Wednesday)

Days Center is OPEN

Regular Tuition Due

1. Your child is absent for any reason
2. Days Munson is closed

Extra Tuition Due

1. Exceeding normal scheduled hours
2. Days Munson is closed

Days Center is CLOSED

No Tuition Due

New Year's Day
Good Friday
Memorial Day
4th of July (*if it falls during work week*)
First Baptist Church Vacation Bible School
(Usually 3rd week in July or FBC Calendar)

Labor Day
Thanksgiving (Thursday & Friday)
Christmas
Bad Weather Days

- The Director reserves the right to close the Center if the weather conditions are considered hazardous.
- Learn & Grow Child Care Center will make a decision as early as possible during hazardous weather conditions.
- Watch KWCH, Channel 12 (It gets the information out the fastest) and <www.learnandgrowchilcarecenter.com>
- The Center is a member of One Call Now which sends out a mass phone message all at one time.
- Please ensure your phone is set to receive calls from 316-777-0355 or 1-877-698-3261.

Records

The Center will keep records of:

- Enrollment Information - Including identification of child and current phone numbers for emergencies {K.A.R. 28-4-426 (e)(2)(A-D)}.
- Fee Contract & Schedule of Attendance {K.A.R. 28-4-426 (e)(3)(B)}.
- Medical Record.
- Health Assessment-within 6 months before enrollment {K.A.R. 28-4-430 (a)(1)}.
- Immunization Record {K.A.R. 28-4-430 (a)(5)}.
- Permission to Walk {K.A.R. 28-4-426 (e)(3)(E)}.
- Authorization for Emergency Medical Care.
- Attendance {K.A.R. 28-4-426 (e)(1)}.
- Medication Forms {K.A.R. 28-4-430 (c) (11)}.
- Accident, Injury or Illness Report {K.A.R. 28-4-426 (e)(3)(D)}.
- Any documentation necessary to ensure the health and safety of the child.

Enrollment

- Enrollment for a child is dependent on availability. If space is not available, the child may be placed on a waiting list.
- Actual enrollment will occur when there is availability, completed paperwork is turned in, and enrollment fee is paid. Those who meet this criterion will be considered first for placement.
- Enrollment for Learn & Grow Child Care Center is licensed to enroll children ages 2 1/2-year-old through 5 years old.
- A child can be enrolled at any time during the year if they meet the age requirements and space is available.
- Enrollment fees will not be accepted until a confirmed spot is available for the child.

New Enrollment Requirements:

- Annual enrollment of \$35.00 to cover the expenses of paperwork, licensing, and insurance (No Refunds).
- First week tuition according to fee contract.
- **ALL** enrollment forms will be completed before any child may start attending the center according to KDHE.
- A current physical and up to date shot record will be on file before any child may start attending the center.

Current Enrollment Requirements:

- Annual, non-refundable enrollment fee of \$35.00 due by May 15th for the following school year.
- Updated physical, shot record, enrollment form, and any other paperwork required to keep the child's file current.

Termination of Enrollment:

- **Requires a two-week notice**
If a child's enrollment is terminated without a two-week notice, a payment of two full weeks' tuition is due even if the child is not in attendance.
- Parental termination is allowed for the following:
 - ✓ Serious illness of caregiver or child.
 - ✓ Permanent move from the area.
 - ✓ Parent/Center agreement that attendance is not in the interest of the child and/or the Center.
- Center Termination is allowed for the following:
 - ✓ If child has poor attendance.
 - ✓ If tuition is more than 3 weeks' behind.
 - ✓ If required paperwork is not turned in upon request.
 - ✓ Teacher's safety and well-being.
 - ✓ Safety of other children in the classroom or Center.

Confidentiality

Learn & Grow Child Care Center will maintain the confidentiality of every family enrolled and will strive to protect their right to privacy.

- Confidential and sensitive information will only be shared with employees on a “need to know basis” in order to safely and appropriately care for a child.
- Confidential information includes, but is not limited to; names, addresses, phone numbers, disability information or other health related issues.
- The Confidentiality Policy applies to all children, parents, families, and employees. {K.A.R. 28-4-426 (e)(4)}

Communication

- Please check child’s cubby or classroom mailbox daily for art projects, paperwork, etc.
 - Each family will have a mailbox in the office for important documents, invoices, monthly calendars, etc. Mailboxes should be checked daily.
 - When a child is clocked in/out on the computer there may be messages written to families on the screen. Please pay close attention to any messages.
 - All of our Information including the calendars, menus, weekly curriculum, enrollment forms, and upcoming events are published on our website www.learnandgrowchildcarecenter.com.
 - Weekly e-mails will be sent as a reminder of upcoming events, curriculum, important messages, etc.
- **Questions and concerns should be directed to the Director or Assistant Director of the facility.**
- **If a problem exists, the Center will correct it as quickly as possible.**
- ***This can only happen if it is brought to our attention immediately!***

Communication Between Two Households

- Every effort will be made to provide both households with separate copies of all important documents and correspondence.
- Both households will be taken into consideration when the child is making special projects.
- Learn & Grow Child Care Center will not take any side in alliance with either parent and refuse to become involved in disagreements that parents may have.
- The Center encourages parents to come to an agreement for the purpose of instructing the Center in the best interests of the child.

Parent Conduct

- No parent or adult is permitted to use inappropriate language at any time
- Threats of any kind will not be tolerated. Parents must be responsible and in control of their actions at all times. Local Law Enforcement will be called if deemed necessary.
- Physical/Verbal punishment of a child is prohibited in the child care facility and on Learn & Grow Child Care Center grounds.
- Parents are prohibited from correcting or disciplining a child that is not their own. If a parent witnesses another child and has a concern about their behavior, that concern should be brought to the teacher or Director.
- It is prohibited for one parent to seek out another parent to discuss inappropriate behavior. All concerns should be brought before the teacher or Director.
- For the health of all employees, children, and families at Learn & Grow Child Care Center smoking is prohibited inside the facility and within at least 10 feet of any window, door, or air intake shaft. {K.A.R. 28-4-430 (d)(1)}
- Parents are required to follow all safety procedures at all times;
 - ✓ Please close all gates upon entering and exiting the building.
 - ✓ Clock child in/out every day.
 - ✓ The child is to be picked up from the playground by the back-playground door, never through the gate.
 - ✓ Make sure the child makes contact with a staff member before leaving.
 - ✓ There will be no physical interaction between parents and a non-related child such as picking up, tickling, swinging around, etc.
- Learn & Grow/First Baptist Church are not responsible for loss of personal belongings left in vehicle.

Attendance

- A child attending Learn & Grow Child Care Center is expected to attend on a regular basis according to their enrollment schedule to provide continuity in their learning experience.
- If your child will be arriving late or absent:
 - ✓ Call the office by 9:00 a.m.
 - ✓ Leave message on answering machine.
 - ✓ Let office staff know if possible.
 - ✓ There will be a \$5.00 fee added if the Center is not informed in a timely manner.

Early Drop Off / Late Pick Up Fee

- There will be added fees if a child is arriving early or picked up late.
 - ✓ If child arrives before scheduled time adjustments will be made according to fee schedule.
 - ✓ If child is not picked up by 6:00 p.m. (Wednesday @ 5:30 p.m.).
 - 5 min - 30 min late \$20.00.
 - \$20.00 for every 30-minute interval after that.

Drop Off / Pick Up Guidelines

When Dropping off:

- Arrive on time (open @ 6:00 a.m.).
- Child must be escorted into the Center.
- Child must be clocked in.
- Child's hands must be washed before entering classroom.
- Child must be escorted to their room.

When picking up your child:

- Authorized persons only.
- Picked up on time 6:00 p.m. (Wednesday @ 5:30 p.m.).
- Check child's cubby daily.
- Check parent mailbox in office daily.
- If someone other than parent or guardian is picking up child, the Center must be notified.
The child will not be released without proper permission.

Every parent has the right to pick up their child unless there is proper legal documentation on file stating otherwise.

- In cases where the child is the subject of a court order, Learn & Grow Child Care Center must be provided with a Certified Copy of the most recent order.
- In the absence of a court order, both parents shall have equal access to the child.
- If one parent requests to limit the access of the other parent or to have all access for the other parent stopped without a court order, it is best that they keep the child with them until a court order is issued.
- If any conflict arises over custody issues, Local Law Enforcement will be contacted.

When dropping off or picking up child, DO NOT leave other children in a vehicle unattended.

According to Kansas Law

Local prosecutors can file criminal charges of child endangerment or neglect against an adult who leaves a child alone in a car, even for a minute!

Tuition & Payment Guidelines

A fee schedule is provided with the Center's current tuition rates.

Due to cost of living increases, Learn & Grow Child Care Center reserves the right to raise child care fees, and all other fees accordingly, with a 30-day notice.

Payment of Tuition

Learn & Grow Child Care Center is operated on a nonprofit basis and it is the desire of the board to provide the best facilities, equipment, and teachers that tuition money will cover. Our fee structure is prepared with the intent that parents/guardians will pay for preschool/daycare services on a continual basis once enrollment is completed.

- Parents/Guardians are responsible for all fees once the child is enrolled.
- DCF Families - DCF determines the number of hours that they will fund toward a child's enrollment.
- If DCF funding does not cover all of the tuition expense, parents/guardians are responsible for the difference.
- All fees are due by Friday for the following week of care.
- Tuition fees pay for a child's budgeted space. Payment is required regardless of attendance or absenteeism of the child; costs remain the same.
- If a child is absent for more than two consecutive weeks, they may be eligible for extended leave at the discretion of the director.

Non-payment of tuition after three weeks is grounds for immediate termination.

Payments are accepted in the form of CASH, CHECKS, or DEBIT/CREDIT cards.

- **Cash must be exact. Funds are not available to make change.**

Staff

- The Center's staff includes a Director, Assistant Director, Office Manager, Lead Teachers, Aides, Cook, and Volunteers.
- KBI within 1 week of being hired and on an annual basis for renewal. {K.A.R. 28-4-125(a)(b)}
- All employees are required to pass a National Fingerprint Check before being hired to work at the Center and on a five (5) year renewal schedule. {K.S.A. 65-516(e)}
- All employees meet KDHE requirements. {K.A.R. 28-4-126, K.A.R. 28-4-428(e) (a)}
- All employees are CPR and First Aid Certified. {K.A.R. 28-4-128 (f)}
- All volunteers meet KDHE requirements. {K.A.R. 28-4-428 (c)}

Toys and Personal Items Brought From Home

- Toys from home are not allowed.
- A small non-noise making stuffed animal is allowed for nap time.
- No toy weapons of any kind are allowed.
- Leave all money, jewelry, and "treasures" at home.
- No bubble gum or chewing gum.
- Under no circumstances should medication be left in a child's bag or back pack. All medications must be locked in the office and have paper work on file, including medication that is being transferred between parents.
- The child may bring items for show and tell if the teacher sends home a request.
- The Center is not responsible for lost or damaged items.

Food

Learn & Grow Child Care Center will provide:

- Breakfast at 8:30 a.m. {K.A.R. 28-4-439 (c)(1)}
- Lunch at 11:30 a.m. {K.A.R. 28-4-439 (c)(2)}
- Snack at 2:00 p.m. {K.A.R. 28-4-439 (c)(3)}
- The Center allows 30 minutes for meals.
 - If a child arrives within the first 20 minutes of meal time, they **will be** allowed to participate.
 - If they arrive during the last 10 minutes, they **will not** be allowed to participate.
- The Center will provide meals according the KDHE guidelines. {K.A.R. 28-4-434}
- The Center will provide a variety of nutritious, fresh, homemade, culturally creative, and limited pre-processed meals prepared at the Center.
- Meals are included in the tuition fees.
- There will be no food brought from home unless it is for food allergies, birthdays, classroom parties, or special sack lunch days according to the Center calendar.

Allergies: {K.A.R. 28-4-439 (e)}

- The center will work with the parent on any special dietary needs.
- If food allergy substitutions become challenging for the kitchen staff to provide, parents. may be asked to provide food for their child with diet restrictions.

Birthday and Classroom Parties

- Healthy, low-fat and low-sugar snacks are encouraged.
- Treats must be store bought and in unopened packages for allergy safety reasons.
- Check with the child's teacher for allergies in the classroom.

Sack Lunches

- Only on days specified by Center Activity calendar.
- Child sized meals.
- Healthy, low-fat, low-sugar food items.
- Must contain one of each of the following items; protein, vegetable, fruit, & whole grain.
- No cans of pop, large bottles of Gatorade, etc.

Meal Service

- The staff will sit with the children during meal times to provide socialization and encourage tasting of new foods.
- The center promotes family meal service and allows the children to serve themselves, with help when necessary, and participate in cleanup activities.
- The center is not licensed for infants and toddlers. There will be no bottles, sippy cups, or pacifiers allowed from home.

Outdoor Play

A child in attendance for more than four consecutive hours at the Center will have at least one hour of outdoor play daily.

{K.A.R. 28-4-434 (c)} {K.A.R. 28-4-438 (b)}

- The Center follows the Child Care Weather Watch wind chill/heat index chart from the National Weather Service and KDHE.
- Every effort will be made to go outdoors daily unless the weather or air quality poses a health risk to the children.
- Any temperature from 20 degrees to 60 degrees will require all children to have a coat or jacket accordingly plus hats or mittens.
- In warm weather, a child will have an application of sunscreen before going outside and it will be reapplied as necessary.
- Water will be made accessible to all children on the playground at all times.

Clothing

- Each child shall arrive at the Center in clean clothes and freshly changed if potty training. They should wear clothing that is “play” friendly.
- Each child enrolled in the Center shall have one change of clothing, two if still potty training, at the Center, placed in a Zip-Lock bag marked with the child’s name. {K.A.R. 28-4-132 (c)(2)}
- Clothing shall be changed whenever wet or soiled. {K.A.R. 28-4-132 (c)(1)}
- It is the parent’s responsibility to ensure that the extra clothing is changed with the seasons.
- All clothing shall be marked with the child’s name, including coats, gloves, and hats.
- The Center is not responsible for any lost or damaged items.
- Helpful hints for dressing a child:
 - ✓ Clothing should be suitable for all activities.
 - ✓ Clothing should be comfortable and “fit” the child.
 - ✓ Clothing should be planned according to the weather conditions.
 - ✓ Clothing should be self-help, so the child may be independent in the bathroom.
- Children must wear shoes at all times:
 - ✓ NO flip flops are allowed.
 - ✓ Sandals must have a strap to keep them secure on the child’s feet.
- A child attending Munson:
 - ✓ Dress appropriately for walking across the street in all weather conditions.
 - ✓ Hats and gloves are a must in cold weather.
 - ✓ NO umbrellas—they are a huge safety concern. The wind can catch the umbrella and pull the child into oncoming traffic.
- We are not licensed for infants or toddlers:
 - ✓ A child must be working on potty training and must bring pull-ups, NO diapers.
 - ✓ Soiled clothes shall not be rinsed out. They shall be stored in a labeled plastic bag and returned home. {K.A.R. 28-4-132 (c)(1)}
 - ✓ Pull-ups must be able to be unfastened and refastened at the sides to allow for easier help with potty training.
 - ✓ No diaper bags are allowed.

Naps

- A child in attendance of more than 4 hours is encouraged to nap or rest according to their individual needs. {K.A.R. 28-4-436(b)(1)}.
- Every effort will be made to provide the child with an environment favorable to napping.
- A child who does not sleep will be permitted to have a quiet time that will not disturb the other children. {K.A.R. 28-4-436(b)(1)}.
- The Center will provide a mat for each child. {K.A.R. 28-4-436(b)(2)}.
- The Center will provide an individually labeled sheet & cover set for each child. {K.A.R. 28-4-436(b)(3)}.
- The Center will launder all bedding after each five uses or when wet or soiled. {K.A.R. 28-4-436(b)(4)}.
- All sheets will be stored in an individually labeled bag in the child’s cubby when not in use. {(K.A.R. 28-4-436(b)(5))}.
- A child is allowed a small blanket or pillow and a small non-noise making stuffed animal at nap time. Parents are responsible for taking these items home and laundering weekly.

Health Policies

- **A child should be kept at home if any of the following have occurred in the last 24 hours:**
 - ✓ Rash that cannot be identified.
 - ✓ Fever over 100 degrees.
 - ✓ Two or more episodes of diarrhea within a 4-hour time.
 - ✓ Vomiting.
 - ✓ Severe Cough.
 - ✓ Conjunctivitis (pink eye) redness of the eye, swelling of the eye/eye lids, usually with yellow discharge or crustiness.
 - ✓ Impetigo - red pimples which are usually on the face, hands, neck, or other hot areas. The blisters break and leave the area raw and weeping.
 - ✓ Hand, Foot, and Mouth - a rash on the bottoms of the feet, hands and inside of the mouth. The blisters appear a few days after a sore throat or mild fever. The blisters may burst open and crust over.
 - ✓ Head lice - until child can be treated and has no live bugs.
 - ✓ Any illness that prevents the child from participating in routine activities.
 - ✓ Any illness that requires more care than the staff is trained to provide.
 - ✓ On the advice of a physician.
- **If a child shows any of these symptoms while at the Center, parents/guardians are required to pick them up immediately:**
 - ✓ Rash that cannot be identified.
 - ✓ Fever over 100 degrees.
 - ✓ Two or more episodes of diarrhea within a 4-hour time.
 - ✓ Vomiting.
 - ✓ Severe Cough.
 - ✓ Head lice—until child can be treated and no live bugs.
 - ✓ Any signs of a communicable illness.
 - ✓ Any illness that prevents the child from participating in routine activities.
 - ✓ Any illness that requires more care than the staff is trained to provide.
- If a child shows any of these symptoms, they will be isolated in the office until the parent arrives.
{K.A.R. 28-4-430 (c)(8)}
- If a child develops a contagious illness, notify the Center immediately so that other parents may be notified about possible exposure. {K.A.R. 28-4-1127 (e)(2)} {K.A.R. 28-4-430 (c)(1)}
- **A child must be symptom free for 24 hours without the aid of medications such as Tylenol, Ibuprofen, etc. They must remain home until there are no more symptoms of the illness for 24 hours.**
- A child diagnosed with a bacterial infection may return after the first 24 hours of antibiotic treatment as long as they are able to participate in Center activities.
- Each communicable disease shall be reported to the County Health Department.
{K.A.R. 28-4-127 (e)(3), K.A.R. 28-4-430 (c)(2)}

Minor Injury/Medical Emergency Procedures

- Center staff will administer first aid, notify the Director, and fill out a Notification of Injury, Illness or Critical Incident form.
- Medical Emergency
 - ✓ One staff member will assist the person/child that is in need, another will call 777-1111 or 911, all other staff will care for the remaining children and remove them from the area.
 - ✓ Staff will answer all questions for the 911 Operator and stay on the line until help arrives.
 - ✓ Once help arrives, Staff will notify person/child's parents or emergency contact.
 - ✓ Staff will ensure that Emergency Medical help receives proper medical forms for the person/child from their file. {K.A.R. 28-4-127 (c)}
 - ✓ Staff member will accompany the person/child to the hospital or emergency room and remain with the person/child until parent arrives. {K.A.R. 28-4-127 (d)}

Insurance

Every possible precaution will be taken to insure a child's safety. The Center's Accident Policy is with Mutual of Omaha Insurance Company. This policy protects the child while at the Center. Additional responsibility cannot be assumed by the Center. Premium for the insurance policy is included in the enrollment fee. {K.A.R. 28-4-426 (b)(4)}

Medications

- Parents are encouraged to administer all medications at home.
- Learn & Grow Child Care Center staff may administer medication on a best efforts basis.
- The Center and its staff accept no liability for any error or omission regarding administration of medication.
- Prescription medication: {K.A.R. 28-4-430 (c) (10)}
 - ✓ Must have an Authorization for Dispensing Medications form completed and signed by the parent.
 - ✓ All medication must be in the original prescription container.
 - ✓ Must be in a zip-lock bag with dispenser and child's first and last name, date, and directions for use printed on bag.
 - ✓ Center staff will verify the child's name on prescription, expiration date of medication, information on authorization form matches instructions on prescription, physicians name, and parent signature.
- Non-prescription medication: {K.A.R. 28-4-430 (c)(9)}
 - ✓ Must have an Authorization for Dispensing Medications form completed and signed by the parent.
 - ✓ All medication must be in the original container.
 - ✓ Must be in a zip-lock bag with dispenser and child's first and last name, date, and directions for use printed on bag.
 - ✓ Center staff will verify the child's name, expiration date of medication, information on authorization form matches instructions on container, physicians name, and parent signature.
- All medication will be kept in a locked box in the office. {K.A.R. 28-4-423 (a) (23)}
- There will be no injection of medication by shot or rectal insertion.
- Center staff will administer the medication after verifying child's name, right medication, right dose, and right time.
- Upon administering the medication, Center staff will sign the Authorization for Dispensing Medications form.
- Sunscreen and hand lotion must have written permission and will be kept in the child's file.
- Adults in the classroom are not to carry any medications, whether it be over the counter or prescription, on their person at any time.

Dental Policy

Brushing teeth will be encouraged after lunch. Each child will: {K.A.R. 28-4-439 (i)}

- Be provided with a child sized tooth brush marked with their name.
- Be provided an individual storage unit for the tooth brush marked with their name.

Safety

- The Center conducts emergency evacuation fire drills, tornado safety drills, and intruder lock down drills on a monthly basis. {K.A.R. 28-4-128 (d), (e)}
- Emergency Exit plans and Emergency Plans are posted in every room. {K.A.R. 28-4-128 (b)}
- Each family will receive a copy of the Center Emergency Plan. {K.A.R. 28-4-128 (a)}
- The Center will notify Parents of emergencies by:
 - ✓ Mass email.
 - ✓ One Call Now mass messaging phone system.
 - ✓ Notifying all major Television Stations and KFDI Radio.
 - ✓ Signs posted on Door telling parents which site to pick up children if evacuated.

Discipline Policy {K.A.R. 28-4-132}

The Center's policy of discipline is based on the Positive Discipline Method with Time-out as a last resort.

Steps to take before Time Out:

- Distract the child/children from potential problems.
- Calmly stop the harmful action and verbally remind child/children of the Center's rules.
- If problem continues then the child/children will be directed to another activity.
- If an object continues to be a problem, remove the object.
- If the problem escalates, participate with child/children in problem solving techniques.
- If the child loses control, he/she will be placed in a designated safe zone and breathing techniques will be used to refocus the child and allow for better communication.
- If time-out is needed, the child will be excluded from group activity no longer than one minute per year of age and will be allowed to rejoin the group whenever they are ready.

The Center shall not use corporal punishment, verbal abuse, threats or derogatory remarks about the child or the child's family, binding or tying to restrict movement, enclosing in a confined space (such as a closet, locked room, box, or similar cubicle), or withholding or forcing foods.

Behavior Policy

Inappropriate behavior will not be tolerated. Learn and Grow considers the following inappropriate:

- Behavior on the part of the child which involves threatening and/or abusive actions and/or speech to another child, teacher, or staff member.
- Behavior on the part of the child which results in others being placed in physical jeopardy.
- Examples of such behavior involve hitting, biting, spitting, kicking, and profane language.

Steps to correct inappropriate behavior:

- First incident – A conference will be held with the parents and written documentation of the incident will be added to the child's file.
- Second incident – Parents will be notified, and the child will immediately be suspended for one day. The incident will be documented and added to the child's file.
- Third incident – Parents will be notified, and the child will be expelled. The incident will be documented and added to the child's file.

Learn and Grow Child Care Center reserves the right to immediately expel any child that threatens the safety of the children or staff in the Center.

Child Abuse {K.A.R. 28-4-430 (c)(5), (6)}

Under the Child Protective Services Act, mandated reporters are required to report any and all suspected child abuse or neglect to The Kansas Department for Children and Families 1-800-922-5330 or Local law enforcement. The employees of Learn & Grow Child Care Center are mandated reporters and can be held criminally responsible for failing to report suspected abuse or neglect. As mandated reporters, the staff cannot be held liable for reports made to DCF or the Local Law Enforcement which are determined to be unfounded, provided the report was made in "good faith." Causes for reporting child abuse or neglect include, but not limited to:

- Unusual bruising, marks, cuts.
- Severe verbal reprimands.
- Improper clothing related to size, cleanliness, season.
- Transporting a child without proper car seats or restraints.
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol.
- Leaving a child unattended for any amount of time.
- Failure to attend to the needs of a disabled child.
- Sending a sick child to school, over medicated to hide symptoms, which would typically require the child to be kept at home.

Field Trips/Transportation

Learn & Grow Child Care Center will not transport a child anywhere by vehicle unless in emergency situations. The only mode of transportation on a daily basis is by walking.

- When public school is in session, those children who are enrolled at Munson Primary School will be transported to and from by way of the cross walk across Second Street in the supervision of a Center staff member.
- Any child transported to Munson will be charged a daily transportation fee.
- Periodically, walking field trips will be taken to the Mulvane Library, Dollar General, etc.
- A signed Parental Permission Form for Off-Premises Trips will be on file for each child.
- Prior notification of field trips will be posted by email and on the Center activity calendar.
- During Field trips the destination, the time children left the facility, the staff responsible for the children, and the estimated time of return will be posted for parents to see. {K.A.R. 28-4-124}

Visiting/Conferences

- Learn & Grow Child Care Center has an open door policy that allows parents to visit at any time the center is open for operation.
- Special conferences can be arranged. Please do not try to hold a conference with the child's teacher when they are still in charge of a classroom.
- To help a child become independent and well adjusted, here is a recommended "saying good-bye" practice be followed:
 - ✓ The child should be walked into their classroom, not carried.
 - ✓ Help the child to acknowledge the teacher.
 - ✓ The teacher will acknowledge the child and help them join into classroom activities
 - ✓ Separation should be brief, with reassurance about planned pick-up times.

Changes to the Policy & Regulation Handbook

The Center, at its discretion, may change any policy contained in the Parent Handbook. Parents will be notified of any changes by email or written notice distributed to parent mailboxes.

September 17, 2018