

Tiny T-Birds Early Childhood Center



Parent Handbook School Year 2020/2021

Colorado River Union HS District #2
Mohave High School
2251 Hwy 95
Bullhead City, AZ 86442
(928) 758-3916 ext.1314



Accredited since July 29th, 2013



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Welcome to Tiny T-Birds Early Childhood Center located at Mohave High School! This handbook is designed to familiarize families with our program and policies. Please study it and keep it for reference, as it will answer many of your questions.

VISION STATEMENT

Our vision is to provide high quality early care and education to prepare young children for success in school and later life!

MISSION STATEMENT

The Tiny T-Birds Early Childhood Center operates under the supervision of the Colorado River Union High School District #2 and has a two-fold mission:

1. To provide the highest quality of early care and education for children of faculty and staff.
2. To provide a laboratory setting for high school students enrolled in the Early Childhood Program at Mohave High School.

PROGRAM PHILOSOPHY

Our philosophy is founded on our knowledge that early childhood development focuses on the social, emotional, cognitive, and physical development of children. We believe young children learn best through play, exploration, and discovery. Through play-based curriculum, children learn to express themselves, think critically, solve problems creatively, and interact positively with others.

Our program offers a balance of teacher-structured and child-initiated activities, as well as, frequent hands on activities that focus on the process of learning that helps children develop a greater love for learning. Our classroom environments are designed to support children at different levels of development to ensure children can participate in activities with equal success. Our teachers are trained at looking at the needs and interests of the “whole child” and spend a great deal of time watching, listening and speaking with children.

PROGRAM GOALS

We strive to create and develop successful partnerships, by combining the parent’s knowledge of their children’s development with that of our professional staff. This collaboration supports the following program goals:

- ❖ To provide a caring, safe, nurturing environment for young children
- ❖ To provide a developmentally appropriate curriculum that engages children in activities to promote problem solving and higher order thinking skills
- ❖ To reinforce positive behavior, self awareness and cooperative skills through the use of praise and positive reinforcement
- ❖ To provide a well-balanced daily schedule that addresses all domains of learning and meets the individual needs of all children
- ❖ To prepare young children to enter school ready and eager to learn

SCHOOL ORGANIZATION

The MHS Family & Consumer Sciences Department offers the Early Childhood Education Program as part of Arizona Career and Technical Education. As a component of the program, high school students observe, plan, and work with young children under the direct supervision of professional staff. These students also participate in the student organization FCCLA (Family, Career, and Community Leaders of America).

AZ DEPARTMENT OF HEALTH SERVICES EMPOWER PROGRAM

We are proud to be an AZDHS Empower Child Care Center! The ADHS Empower Program is a voluntary program reaching more than 200,000 children in licensed child care facilities throughout Arizona to help young children develop healthy habits. By implementing the Empower Standards (as referenced throughout this handbook), we demonstrate our commitment to helping young children establish healthy habits early in life, so they can dramatically reduce their health risks and increase their chances for longer, healthier lives!

NATIONAL ACCREDITATION

In July of 2013, Tiny T-Birds was awarded accreditation by the National Accreditation Commission for Early Care and Education Programs. The center is recognized as an early care and education program that exemplifies excellence in the care and education of young children. Tiny T-Birds ensures a high quality program for children that is conducive to their individual growth and development, provides professional training opportunities for staff, and demonstrates that the center exceeds minimum state licensing requirements for child care programs.

QUALITY FIRST PARTICIPATION

Tiny T-Birds achieved a **4 Star Quality Plus** rating from Quality First. Quality First, a signature program of First Things First, partners with regulated child care and preschool providers to improve the quality of early learning across Arizona. Research has shown that children with access to high quality early learning programs are better prepared for kindergarten, do better in school, and are more likely to graduate and go on to college.

DESCRIPTION OF CHILD CARE & EDUCATION SERVICES

The center offers high quality early care and education for young children ages 6 weeks to 5 years of age. The designated age groups and child to teacher ratios are outlined below:

Infant Room	5 to 1	
Younger Toddlers Classroom	6 to 1	
Older Toddlers Classroom	8 to 1	
Preschool Classroom	13* to 1	*Self-Limited to 12 as recommended by QF

"Education is not the filling of a pail, but the lighting of a fire!" Author, William Butler Yeats

Infant Program: 6 weeks to 12 months

Our infant program ensures that babies receive the personal one on one attention that they need to develop trust for the world around them. Infants are held, cuddled, talked to, and sang to throughout the day. We work closely with parents to develop each infant's daily schedule. Flexibility with infants is key and our staff understands and appreciates this fact. Parents are kept informed of their child's activities through a daily log that shows meal times, nap times, and activities. The infant schedule is based on individual needs and development with an emphasis on language stimulation, motor skills, and social interactions.

Younger Toddlers Program: 12 months - 24 months

When infants are 12 months of age and developmentally ready (drinking from a sippy cup, walking independently, and only taking one mid-day nap), they will move to our Younger Toddlers classroom. At this age, infants are starting to develop a greater independence, but still have a strong need for one on one affection and attention that can best be provided in a small environment. They begin to follow a group schedule and start to work on activities in small groups. Teachers facilitate engaging activities that help toddlers develop in ways that give them the comfort and confidence to develop both cognitively and socially.

Older Toddlers Program: 2 years old (must show readiness for toilet learning - wearing training pants/underwear)

Our Older Toddlers classroom allows children more opportunity for growth and development through the use of activity centers and structured group activities. Greater independence emerges at this stage and children are given opportunities to explore and learn through hands on activities. Another big milestone of this year is toilet learning. Our staff is well trained in this area and will work closely with parents to help their child master this important skill.

Preschool Program: 3 years old (must be independently toilet trained)

Our Preschool classroom offers a variety of learning centers that allow children to become active participants in small-group discussions and to use educational materials to develop their skills in early literacy, math, science, social studies, creative expression, and problem solving. Children at this age seek acceptance by their peers and enjoy social interactions. With this in mind, we provide an environment that nurtures social skill development and encourages confidence and positive self-esteem. Children who are four years of age by August 31st are encouraged to transition into the District Preschool for kindergarten readiness.

PROGRAM CURRICULUM

The center uses the Arizona Infant and Toddler Guidelines, the Arizona Early Learning Standards, and Creative Curriculum to guide our instruction. CC is the country's leading scientifically based, comprehensive curriculum for Early Childhood programs. Language Arts, Math, Music, and Science concepts are promoted through play-based learning centers to encourage self-discovery and confidence. The use of songs, games, and art projects ensure that children are learning in a fun and enriching environment. We believe in the value of both structured and non-structured activities. Teachers actively promote learning and development by providing assistance and supports to enable each child to master challenges just beyond their current level. A daily schedule of activities and weekly lesson plans are posted on the Class Info – Crayon Box Display located in each classroom. Should you have any questions, please feel free to speak with your child's teacher.

HOURS OF OPERATION

Our hours of operation coordinate with the school day and teacher contracted time as follows:

- 6:30 a.m. – 5 p.m.* Monday through Thursday

*Parents are encouraged to arrive at the center by **4:55 p.m.** to pick-up their child. This allows ample time for you to collect your child's belongings and converse with the teacher prior to closing.

Optional Child Care Available on PD Fridays from 7 a.m. to 4 p.m. (advance sign-up required)

- July 24th, 2020
- August 14th, 2020
- September 4th, 2020
- October 2nd, 2020
- November 6th, 2020
- December 4th, 2020
- January 22nd, 2021
- February 5th, 2021
- March 5th, 2021
- April 2nd, 2021
- May 7th, 2021
- May 21st, 2021 (until 2pm)

CHILD ADMISSION AND RELEASE REQUIREMENTS

It is imperative that you sign-in and sign-out your child each day. This is for your protection, as well as, our record keeping. Children must arrive at the center before 8:00 a.m. daily. If your child will arrive late for any reason, please notify the center by 7:30 a.m.

Your child will only be released to individuals whom are listed on your child's emergency card. In unusual circumstances, you may authorize us by phone (using your telephone authorization code) to release a child to an individual not previously designated on your child's emergency card. Authorized individuals must also be prepared to show proof of identity with a photo ID. Divorced or separated parents with legal custody of children must provide a copy of documents showing such custody to remain on file.

LATE POLICY

Should an emergency arise and you know that you will be late picking up your child, please notify the center. While it will not relieve you of any late charges, we want to reassure your child that you are on your way. If you have not contacted the center or picked up your child by closing, the Director or Director Designee will contact you first and then your emergency contacts. If no contact can be made with you or a designated emergency contact, then your child will be considered an abandoned child and the staff will contact the Police Department.

If your child is picked up late, then you will be charged a late fee of \$1.00 per minute for every minute after closing. For example if you arrive at 5:15 p.m. to pick up your child, then you will be charged a late pick-up fee of \$15.00.

CALENDAR & CENTER CLOSURES

Since the primary purpose of our program is to serve the Colorado River Schools Staff, enrolled children are expected to attend the center in conjunction with the School District Calendar. With that said, parents will be charged for all absences (vacation/sick days) and the observed school holidays as indicated by asterisks below.

Center Closures – reopens from Summer Break on July 22nd, 2020

❖ Labor Day*	September 7 th , 2020
❖ Veterans Day*	November 11 th , 2020
❖ Thanksgiving	November 23 rd – 27 th , 2020
❖ Winter Break	December 21 st – January 1 st , 2021
❖ Civil Rights*	January 18 th , 2021
❖ Presidents' Day*	February 15 th , 2021
❖ Spring Break	March 8 th -12 th , 2021
❖ Summer Break	starts May 24 th , 2021

LOCATION, PARKING & SECURITY GATES

The Tiny T-Birds Early Childhood Center is located in H wing on the Mohave High School campus at 2251 Hwy 95 in Bullhead City, Arizona. There are a limited number of parking spaces available on the west side of “H” building directly in front of the center. These spaces are designated for loading and unloading only. Please do not park in this area if you will be in the center longer than 10 minutes. Long term parking is available at the north end of the campus. Please do not park in the bus loading area.

Parents have access to their child’s classroom at any time. The center entrance remains unlocked during our normal hours of operation. However during school hours, the exterior security gates of the campus will be locked. Should you need to enter during this time, you will need to enter through the security entrance located on the east side of the campus (Thunderbird Dr. & Hwy 95).

SMOKE-FREE CAMPUS (Empower Standard #10) & AZ SMOKERS’ HELPLINE (Empower Standard #9)

Mohave High School is a smoke-free campus. Smoking and the use of tobacco products are prohibited in the buildings, on the grounds, and in the parking lot.

In addition, we are committed to supporting the efforts of the AZ Smokers’ helpline (ASHLine) to help staff and parents quit tobacco. In keeping with this philosophy and to protect the health of our children, their families, and our staff, our facility will promote ASHLine information on the dangers of second and third-hand smoke. Brochures are available at the main entrance and interested parents will be referred to call the ASHLine at 1-800-556-6222 to speak with a “quit coach”.

STAFF QUALIFICATIONS & PROFESSIONAL DEVELOPMENT (Empower Standard #8)

In accordance with the Arizona Department of Health Services:

Director must be at least 21 years of age, have a minimum of 24 months of experience, possess a high school diploma or equivalency and a minimum of 6 credit hours in early childhood from an accredited college, fingerprint clearance issued by the Arizona Department of Education, and CPR/First Aid certification.

Assistant Director/Director Designee must be at least 21 years of age, have a minimum of 12 months of experience, possess a high school diploma or equivalency and a minimum of 3 credit hours in early childhood from an accredited college or 30 hours of instruction from conferences/seminars, fingerprint clearance issued by the Arizona Department of Education, and CPR/First Aid certification.

Teachers must be at least 18 years of age, have a minimum of 6 months experience, possess a high school diploma or equivalency, fingerprint clearance issued by the Arizona Department of Education, and CPR/First Aid certification.

Assistant Teachers must be a minimum of 16 years of age, currently enrolled in high school, and at age 18 obtain fingerprint clearance issued by the Arizona Department of Education.

Student-aides must be a minimum of 15 years of age, enrolled in MHS's Early Childhood Education program, and demonstrate an aptitude for working with young children. Student-aides will work under the direct supervision of Teachers and are not counted as staff in staff-to-children ratios.

All teaching staff are required to complete a minimum of 20 hours of training annually in Early Childhood Education including 3 hours of training on Empower Topics. The office staff is required to complete a minimum of 30 hours of professional development in the areas of child development and program administration.

STAFF DIRECTORY

✚ Director / HS CTE ECE Program Teacher	Michele Leyendecker, M.Ed.
✚ Assistant Director / HS CTE Aide	Michelle Alvarez, Preschool C.D.A.
✚ Preschool Teacher	Tracy Robles, Preschool C.D.A.
✚ Older Toddlers Teachers	Elizabeth Paddock, Infant & Toddler C.D.A.
✚ Younger Toddlers Teacher	Teresa Maynard, Infant & Toddler C.D.A.
✚ Infant Room Caregiver	Sabrina Marquez, Infant & Toddler C.D.A.
✚ Substitute Teachers	Dominique Cook, Preschool C.D.A. Anna Pruett, B.A.

STAFF RESPONSIBILITIES

The Director is responsible for the supervision and management of this program. With administrative approval, decisions regarding policies and procedures will be the consensus of the Early Childhood Director, Director of Career & Technical Education, Principal, and Superintendent. Other staff at the center will include child care paraprofessionals consisting of a lead teacher for each age group along with student-aides, as well as, the assistance of the school nurse.

All staff will be responsible for the health, safety, education, and care of all children attending the center. Age group/classroom staffing ratios follow ADHS licensing standards and are based on the age of the youngest child.

EQUAL ACCESS

We are committed to providing equal access to our programs, facilities and employment without regard to race, creed, color, sex, national origin or handicap.

CHILD ENROLLMENT & IMMUNIZATION RECORDS

Program enrollment is open to the community. However, first priority will be given to our district staff and then Bullhead City Elementary district staff. If space is not available, parents will have the option of placing their child's name on the waiting list. No registration fee is required at this time. Admission will be granted based on availability. Parents will be notified by phone when space becomes available. Enrollment must begin within 1 week or the space will be forfeited and the child's name will be removed from the waiting list.

Each child must have a completed enrollment packet on file that includes, but is not limited to the following:

- emergency card
- photo authorization
- payment agreement form
- current copy of the child's immunization record
- Physician's statement of health and ability to participate in group care (within 30 days of enrollment)

The Arizona Department of Health Services (ADHS) requires that we maintain accurate, up to date, immunization records. Immunization records are required prior to your child’s first day of enrollment and need to be updated whenever your child receives a new immunization. The ADHS also requires that we provide families with a notice of inadequate immunizations when children are due for immunizations. Furthermore if documentation of required immunizations is not provided within the mandatory 15 day grace period, the child may not attend the center.

Children will be assigned to an age group/classroom based on their age and development level at the beginning of the school year. As your child ages up and openings become available, we will discuss transitioning your child to the next age group/classroom. Please keep in mind, children do not automatically advance to the next progressive age group on their birthday.

DEVELOPMENTAL SCREENINGS

All children will receive a 45-day developmental screening upon entry into our program. Whenever there are concerns regarding a child’s health or development, the Director will refer parents to their pediatrician for guidance. We also encourage parents to call the Birth to Five Helpline (877) 705-KIDS with any questions or concerns regarding their child’s health or development. This is a free service open to all families with young children looking for the latest child development information from experts in the field.

SPECIAL NEEDS CHILDREN

Our program offers limited provisions for children with special needs, but every effort will be made to provide such services or any necessary accommodations will be made. Should your child need specialized care above our capabilities, a referral to the Bullhead City Elementary School District will be made.

TUITION, FEES & PAYMENT REQUIREMENTS

The school district supports our Early Childhood Program by providing and maintaining our child care facility and utilities. However, tuition is the primary funding source for staff salaries and the purchase of equipment and supplies. A non-refundable registration fee of \$25.00 is required with your enrollment packet.

Weekly Tuition (Monday – Thursday**)			
Enrollment Type / Age	CRUHSD #2 Staff	BHCED & MHVESD Staff	Community
Infant Child Care (2 – 12 months) Ratio: 1* to 5	\$110.00	\$125.00	\$150.00
Young Toddlers Child Care (1’s) Ratio: 1* to 6	\$105.00	\$120.00	\$145.00
Older Toddlers Child Care (2’s) Ratio: 1* to 8	\$100.00	\$110.00	\$140.00
Preschool (3 – 4) Ratio: 1* to 12	\$95.00	\$105.00	\$135.00
Note: 10% Sibling Discount to subsequent children’s weekly tuition (oldest child is charged full tuition)			
**Optional childcare available on PD Friday from 7 a.m. to 4 p.m. for an additional charge. However the center will ONLY be staffed based on need, therefore, advanced sign-up is required to ensure availability.			
Infants & Young Toddlers	\$30.00	Older Toddlers & Preschool	\$25.00

Invoices for tuition will be distributed on the district paydates and must be paid in advance for the following two weeks of services. If payment is not received, your child will not be able to attend the center. Children who are absent from the center for more than 1 week without advance notice may be withdrawn from the center.

All payments must be made by check or money order only and payable to Tiny T-Birds. Parents presenting checks for payment will need to show a current driver’s license or proof of ID to the Center Director. All payments should be placed in the secure payment box located on the door of the Director’s office. Payments

can also be made through the Web Store on the CRUHSD website for an additional fee of \$2.50, be sure to forward your payment confirmation to the Director at mleyendecker@crsk12.org to ensure payment is posted to your account. Cash will not be accepted. No refunds will be given.

NSF CHECKS: Beginning July 1, 2007, the check writer will be notified by the Mohave County Treasurer of returned checks for non-sufficient funds, and asked to pay the full amount with fees, within 12 days of receipt of the notice, to the Mohave County Treasurer. Unless this amount is paid in person within the 12 days, with a cashier's check or money order, all information relating to this incident will be reported to the Mohave County Attorney's Office for criminal prosecution. If your check is returned, we will require all future payments to be made by money order.

DES SUBSIDY

If you qualify for D.E.S. subsidy, you will be required to pay a co-payment (if applicable) and any difference between the D.E.S. subsidy amount and the center's fee schedule. If you are receiving D.E.S. childcare assistance and your child is absent, you will be charged accordingly (D.E.S. only reimburses 2 absences per month).

SCHOLARSHIPS

Tuition scholarships are funded by First Things First (FTF) and administered through Valley of the Sun United Way. We receive a limited number of scholarships to be distributed to eligible families based off family eligibility criteria formed by FTF and will be awarded to eligible families based on the center enrollment priority.

For a child receiving a scholarship, the following guidelines must be satisfied to ensure proper early education and ongoing participation:

- Attend a minimum of 93 hours per month
- An 85% attendance rate is expected based on the time that the child is scheduled to attend (excessive absences may result in the loss of the scholarship; exceptions may be made for documented illness)
- If the scholarship reimbursement rate does not equal or exceed the tuition rate, then parents will be charged a co-pay for the difference.

DRESS POLICY

Please send your child to the center in play clothes that are washable, durable, and comfortable. It is especially important to label jackets and sweaters with your child's first and last name. We purchase art supplies that are washable, but clothes may become soiled or stained, as children will be involved in painting, digging, water play, sand, and other potentially messy activities each day. Shoes must be worn at all times. Tennis shoes or buckle-up sandals that have a rubber or composite sole are required. Please do not send your child in shoes with slippery soles or flip-flops.

Preschoolers should be sent in clothing that they could button, zip, snap, and buckle themselves, as center staff is unable to help your preschoolers with these tasks. All parents are required to provide 2 complete sets of extra clothing for your child to keep at the center. Please label each item with your child's name and store in a leak-proof bag. Remember to change clothes with the season and your child's growth. If your child has an accident and does not have a change of clothes, you will be contacted to pick up your child or bring a clean set of clothing to the center.

NUTRITION, FRUIT JUICE & FAMILY STYLE MEALS (Empower Standards #4 – #6)

At this time, the center does not participate in the USDA Child and Adult Care Food Program (Empower Standard #4). Therefore, parents will need to provide the following each day:

- Infants: appropriate number of filled bottles with formula or breast milk; once introduced to solids: jarred food and finger foods of appropriate size and texture that does not pose as a choking hazard
- Toddlers & Preschoolers: lunch box containing two snacks, lunch entree, one leak-proof cup filled with milk or 100% fruit juice and a thermos filled with water for outdoor activities

In addition the center is not equipped with a licensed kitchen or staffed accordingly for food preparation, therefore, all food items must be sent "ready to serve" (diced, sliced, unpeeled, cut-up, etc.). All lunch boxes

will be stored in the refrigerator, but space is limited so please be sure all your child's items fit inside their lunch box. Cups/drinks may be stored along the door compartments.

During family style meal times, the teacher will sit and eat with the children to provide a conversational environment where children not only develop good social skills, but can also learn about nutrition, good eating habits and practice proper table etiquette (Empower Standard #6). Equipping your child's lunch box with healthy food options helps your child learn about nutrition and provides energy for their busy day. Therefore, we will not serve chocolate, donuts, candy, and other sugary snacks.

Please send a lunch that is well balanced and contains the following:

- Protein (meat, cheese, egg, fish, peanut butter)
- Whole grain (bread or other grain product)
- Dairy (milk or yogurt)
- Fruit and/or vegetable
- Milk, water, or 100% fruit juice limited to 4 – 6 ounces no more than two times per week for all children one year and older (Empower Standard #5)

Some foods are easy for young children to choke on when swallowing because they are the same size and shape as a child's airway; therefore, we ask that you avoid sending the following foods:

- Popcorn
- Marshmallows
- Nuts, seeds, peanuts
- Yogurt covered raisins and other hard dried fruits
- Fish with bones
- Whole grapes (unless cut half lengthwise)
- Raw carrots (unless cut into thin strips)
- Hot dogs, sausages, and cheese sticks (unless cut into quarters lengthwise)

Be sure to list any food allergies on your child's enrollment form and notify your child's teacher. **All bottles/cups and food containers/lunchboxes should be clearly labeled with your child's first and last name.** This will prevent children from sharing germs and avoid allergic reactions. In accordance with health regulations, unlabeled items will not be served. Water will be offered continuously throughout the day.

Microwave ovens are not available to heat snacks or meals, however, our school cafeteria does offer hot lunches for an additional cost of \$3.00 each. Should a child not have a lunch, one would be ordered from the cafeteria and the parent would be charged accordingly.

BREASTFEEDING (Empower Standard #3)

We are committed to providing ongoing support to breastfeeding mothers and will respect a mother's decision to continue to breastfeed her child. In keeping with this philosophy, our center provides

- ✚ A welcoming atmosphere that encourages mothers to initiate and continue to breastfeed, even after returning to school or work.
- ✚ A designated place for mothers to breastfeed their child on site (such as a rocking chair).
- ✚ A refrigerator for storage or expressed breast milk.
- ✚ Brochures on breastfeeding and when appropriate refers mothers to the AZDHS Breastfeeding Hotline at 800-833-4642.

ORAL HEALTH (Empower Standard #7)

We recognize that tooth decay is an infectious disease and a serious problem among young children, especially in Arizona. We also recognize that we can play an important role in preventing tooth decay and in educating the children, their families and staff on tooth decay prevention.

With that said, our teachers will follow these recommendations to prevent tooth decay:

- ✚ Provide monthly oral health education activities or implement a tooth-brushing program.
- ✚ Never share food or utensils with a child or baby.
- ✚ Never put a child to sleep with a bottle.
- ✚ Ensure children are not allowed to carry a bottle or sippy cup around during the day unless it is water.
- ✚ Talk to the child's family, when possible, to encourage tooth brushing at home³
- ✚ Follow schedule snack times and provide healthy options to avoid needing to snack throughout the day.

CELEBRATING BIRTHDAYS

Parents are welcome to provide a special treat for their child's class, but please check with the teacher in advance to determine any potential food allergies. In addition health department regulations require that all food items are store-bought and unopened. Some suggestions include cupcakes, cookies, rice krispy treats, granola bars, popsicles, and ice cream sandwiches.

PERSONAL BELONGINGS

All personal belongings must fit in the cubby spaces provided in each classroom. The center is not responsible for lost or stolen items; therefore, please refrain from allowing your child to bring personal toys, games, dolls, jewelry, etc, to the center.

DIAPERED CHILDREN & TOILET TEACHING/LEARNING

Parents of infants and diapered toddlers are required to provide diapers, wipes, and diaper cream (if applicable). Learning to use the toilet is a significant milestone in your child's development. Our goal is to meet the specific needs of each child, helping create a non-pressured transition into toilet learning. When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation.

To begin toilet learning at the center, children must be in the Older Toddlers Classroom (age 2), be showing signs of readiness (verbal and physical), and using training pants. If your child shows no interest, is fearful, or is uncooperative, toilet teaching will be stopped until your child shows signs of readiness again. Please keep in mind that the activity level in the center can distract your child from responding to the urge to use the toilet, more so than at home. Therefore children must continue to use training pants, until he/she consistently verbalizes the need to use the toilet, is able to control his/her bladder and bowels until reaching the toilet, and has been consistently dry for several weeks. Do not bring your child in underwear without the permission of your child's teacher and center director as having multiple "accidents" at school can be frustrating to children and may result in regression. If your child has two accidents, then he/she will be placed in a diaper or training pants for the remainder of the day. Remember, consistency and communication with your child's teacher is essential!

During toilet learning, children should be dressed in loose clothing that they are able to manage easily and independently. Pants or shorts with all-elastic waists are the best choices. Please avoid overalls, jeans with snaps and zippers, belts, tie waistbands, tights, and tight-fitting clothing. Long dresses may also pose a problem if your child cannot see to pull down her underwear or cannot pull the back of the dress up enough to avoid sitting on it. Due to health and sanitation regulations, teachers are prohibited from rinsing out soiled clothes. Soiled and/or wet garments will be contained in a plastic bag and sent home to be laundered.

To meet licensing requirements for preschool, children must be at least 3 years of age and be "independently toilet trained." The definition of "independently toilet trained" is: the child needs no reminders, does not need any assistance such as: wiping, pulling pants back up, buttoning, zipping, and snapping of clothes either before or after using the bathroom. The child must also have the self-control to walk independently to the bathroom, refrain from playing while in the bathroom and return to the classroom without prompting.

RESTING & NAPS

Infants will nap according to their individual needs and schedules. If an infant should fall asleep while being rocked, lightly bounced, or taken for walk in a stroller, they will be placed in their cribs to continue their sleep. Each infant will have their own designated crib and the center will provide a sheet which will be laundered daily or immediately if soiled. There will be no bumper pads, pillows, blankets, sheepskins, stuffed toys, or other soft products allowed in the cribs; however, a swaddler or sleeper is strongly encouraged. Infants will be placed on their backs to sleep, unless the infant's parent submits written instructions from the infant's health care provider that states otherwise. We understand that practices may be different at home; however, the center must follow licensing guidelines.

Toddlers and preschoolers will be given a rest time after lunch and many children will nap during this time. Each child will be provided with a mat and sheet, which will be laundered weekly at the center. Parents must provide a blanket for their child that will be sent home to be laundered on the last day of attendance. The teachers will create a calm and quiet environment and are encouraged to make the rest time comfortable by reading to the children, playing soft music, and rubbing children's backs. Children who do not fall asleep or awake early will be given quiet activities to do on their mats.

PARENT INVOLVEMENT & VISITORS

We believe parents are the most significant adults in a child's life and we encourage your active participation in the center. Some examples of ways to be involved include:

- Chaperoning on field trips
- Lending objects for units of study
- Sharing special talents or being a guest speaker (reading a story, talking about your job or family traditions)
- Helping your child at home with the concepts that we are studying or preparing for "Show and Tell"
- Helping to provide treats or other items for our parties
- Volunteering to help with projects, games or organizing family events

We strive to create mutual respect between parents and teachers, a partnership for the benefit of the child. We encourage daily communication between parents and center staff. Since it is difficult for the teachers to get involved in lengthy conversations when the other children are in need of their attention, please feel free to schedule an appointment with us when you have questions or concerns. We also request your cooperation in reading any written material that we send home and follow established policies for the smooth operation of the center.

Visitors must be listed on your child's emergency card and are required to check in with the Director to remain in the center.

ASSESSMENT & PARENT CONFERENCES

We view observation and assessment as an ongoing process that helps guide our curriculum planning! Tiny T-Birds uses the Ages and Stages Questionnaire as our primary method of formal assessment. All children are formally assessed a minimum of 3 times per school year (beginning, middle, and end of the year) by the Lead Teacher. Any new enrollments should be assessed within 45 days of enrollment.

We observe children and write anecdotal records describing your child's behaviors, take dictations, collect artwork samples, and photograph work, over several months. We will then invite you to a biannual parent conference to share and discuss the assessment. Typically, conferences are held in October and April. If you have any questions or concerns between conference times, please feel free to speak with your child's teacher.

GUIDANCE & DISCIPLINE METHODS

Our goal is to help children develop a sense of self-discipline by internalizing control over his/her actions. This involves learning to make responsible choices, and accepting consequences of such choices.

Acceptable guidance and discipline methods include:

- Staff will define and maintain consistent, reasonable rules and limits for the children and will model and encourage appropriate behavior.
- Staff, whenever possible, will explain to a child why the particular behavior is not allowed, suggest an alternative, and then assist the child to become engaged in activities in an acceptable way.
- Staff will consider the child's age, developmental level and past experiences when guiding and disciplining the child.
- If a child's behavior may result in self-harm or harm to others, staff will hold the child firmly until the child regains control or composure.
- When a child is isolated from other children for unacceptable behavior, the isolation period will not be longer than 5 minutes after the child regains control or composure.

At all times, we will show respect for your child and accept and validate his/her feelings even if the behavior is not acceptable. No corporal punishment will be allowed. This is defined as the use of negative physical touching: spanking, slapping, pinching, etc. Children will not be humiliated, ridiculed, or threatened.

We make every effort to work with parents of children having behavioral difficulties in the center. We want to ensure a cooperative approach and want you to feel free to discuss any questions or concerns you may have. We are here to care for and protect all of the children. With that said, if a child is unable to gain control within a reasonable time frame, has intentionally hurt another child or simply requires more individual attention than can be given within a group setting, then the parents will be contacted to pick up their child. A child who consistently requires one-on-one attention or exhibits uncontrollable behavior may be withdrawn from the center.

BITING

Biting is one of the most common and most difficult behaviors in group child care. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the teachers involved.

For many toddlers, the biting stage is temporary and passes as language skills further develop. Toddlers bite for a variety of reasons which includes: teething, frustration, boredom, overstimulation, inadequate language skills, stress or change in the environment, or to feel a sense of power. Teachers will handle instances of biting in the following manner:

- The biter will be immediately separated without showing any emotion, the teacher will explain that "biting hurts." The teacher will avoid any immediate response that reinforces the biting or calls attention to the biter. After the victim has been taken care of, the teacher will return to the biter to discuss the incident on a developmentally appropriate level.
- The victim will be comforted and the teacher will administer first aid (cleanse the area and apply ice pack).
- Both children's parents will be notified of the incident in writing (ouch report).
- Children who have a tendency to resort to biting will be "shadowed" by the teacher, taught strategies to avoid biting, and displays of appropriate behavior will be reinforced.
- Should the bite break the skin or if the child bites more than once in the same day, then the parent will be notified to pick up their child.
- If the child's behavior doesn't improve or the issue becomes chronic, the child may be withdrawn from the center.

ILLNESS & INFESTATION CARE

Each child will be observed by center personnel for signs of illness or infestation upon entering the center. Children should be well enough to participate in all class activities held inside and outside. Please do not send your child to the center, if he/she is exhibiting any of the following symptoms: fever of 101 degrees or higher within the past 24 hours, mucous-like drainage from nose, vomiting or upset stomach, diarrhea, unidentified rash, pink eye, or head lice.

If your child develops symptoms of illness or infestation while at the center, the Director will isolate the child from others and notify the child's parent or guardian immediately to arrange for prompt removal of the child.

To protect children who are well, children must be excluded from the center as outlined below:

<u>Symptoms</u>	<u>Child May Not Return Until:</u>
Fever of 101 or above	The temperature has returned to normal for at least 24 hours without the use of fever-reducing medication
Cold/flu symptoms	Thick yellow or green mucus discharge is no longer draining from nose for at least 24 hours and coughing has subsided.
Diarrhea/Vomiting	Loose stools and vomiting have subsided for at least 24 hours and your child has returned to normal eating with no stomach upset.
Earache/Sore Throat	A doctor has written a release for your child to return to school, or has been on antibiotics for 24 hours, or symptoms subside.
Conjunctivitis (Red/ Discharging Eyes)	Eyes are clear or your child has been on antibiotics for 24 hours.
Rash	Spreading, itching and/or discomfort have disappeared or have been diagnosed by a doctor as non-communicable.
Head Lice	The child has been treated with lice shampoo and <i>all nits have been removed from hair.</i>

REPORTABLE ILLNESSES

Please notify the center should your child have a communicable disease as we are required to post a Notice of Communicable Disease or Infestation at the entrance of the facility for the following: chicken pox, food poisoning, lice, meningitis, mumps, scabies, measles, rubella, strep infections, whooping cough, conjunctivitis (pink eye), and Hemophilus influenza type B. A log of absences due to reportable communicable illnesses and infestation pursuant to A.A.C. R-9-6-114A is maintained by the center and retained for two years in order to determine consistent patterns of illness or infestation at the center.

MEDICATION POLICY

The center does not administer medication, with the only exception being emergency medications. The district policy does not allow for any child with an acute illness to attend the center on those days which obligate the child to take medication while in childcare, unless the parent is onsite to administer the required medication. Any child ill enough to require medication should remain at home under parental supervision or arrange with the child's physician a regimen that allows the medication to be administered before and after school.

Should a child require an emergency medication on a one time need, such as an inhaler, Benadryl or Epinephrine, a completed medication administration package signed by the parent and the child's physician detailing the physical signs, medication dosage and routes will be required. Emergency medication will be administered by the Director or Assistant Director. The medication will be properly labeled and stored under lock and key.

ACCIDENTS & EMERGENCY MEDICAL CARE

Even though every effort is made to avoid injuries, sometimes they still happen. All staff maintains current First Aid and CPR certifications. If your child suffers a minor scrape, bump, bruise, or scratch, the teacher will administer first aid and write an "ouch report" (placed on your child's sign-out page) to notify you of the incident.

In the event of any serious injury to the child that requires medical attention, the center will immediately notify the child's parents, guardian or the person specified by the parent or guardian in case of an emergency. If the injury is severe, the Director will call 911 immediately and then contact you. The center maintains a written record documenting accidents and injuries.

TRANSPORTATION

We do not provide transportation and staff members are not permitted to transport children under any circumstances. If you are a MHS student that brings your child to the center, you are allowed to transport your child on the district school bus along as you provide a legal car seat.

PHYSICAL ACTIVITY, (Empower Standard #1) OUTDOOR PLAY & SUN SAFETY (Empower Standard #2)

We encourage all children to participate in a variety of physical activity opportunities that are appropriate for their age, that are fun, and that offer variety. In keeping with this philosophy, our center will follow the guidelines below:

- ✚ Young infants will participate in tummy time and mobile infants will participate in age appropriate physical activities enjoyed by the child.
- ✚ All children over the age of one will be provided at least 60 minutes of physical activity every day, including both teacher-led and free-play activities.
- ✚ Screen time is not permitted for children under the age of two and limited to fewer than three hours per week for children ages two and older.

We encourage outdoor play every day when weather and air quality conditions permit. Because the sun is most intense between 10 a.m. and 4 p.m., we limit the amount of time children are outdoors during these hours. Children with asthma and other respiratory health conditions play inside on days when local health authorities determine that air quality is unhealthy, such as during an ozone alert.

Children should be dressed in clothing appropriate for weather conditions. We suggest sun protective clothing for children, such as, light-colored, loose-fitting, lightweight, cotton clothing, which covers arms and legs, best protects delicate skin from the sun's burning rays. Closed shoes, worn with socks, will protect the ankles and tops of feet. Parents are also asked to apply sunscreen to exposed areas of their child before bringing the child to our program each day.

FIELD TRIPS

We do not take any field trips requiring transportation. However, we may take occasional walking field trips around MHS campus or to the library, park, fire department, etc. Parents will be required to sign a field trip permission form authorizing their child to participate in such field trips.

FIRE DRILLS, EVACUATIONS & LOCKDOWN DRILLS

The center conducts unscheduled fire and evacuation drills every 30 days. Teachers and student-aides will immediately take children out of the building. Emergency rolling cribs will be used to transport infants. The Director will check the restroom and surrounding areas to be certain that all children are out of the building, lock the main door, and proceed to the designated area (daycare parking lot/adjacent to the football field). All staff and children will meet at the designated area as indicated at each exit. The Director will ensure that all staff is accounted for; likewise, the Teachers will verify their attendance roster to ensure that all children are present. Upon hearing the announcement from a school official, the staff and children will return to the center by the same route they used to exit.

In the event an emergency warrants the evacuation from the center, the designated pick-up area will be the gymnasium located in the Administrator's Wing. Should the emergency warrant evacuation from the school campus, all staff and children will be relocated to the softball fields on Trane next to the fire station. All parents will be notified of the evacuation and pick-up location by the district's automatic dialer system and the evacuation location will also be posted on the center door.

Periodically the school practices lockdown drills following guidelines developed by the BHC Police and MHS administration. The center is equipped with an emergency tote that contains emergency supplies and provisions.

RECORDS & REPORTS OF SUSPECTED CHILD ABUSE

The center will maintain documentation of all suspected cases of child abuse or neglect and will report it to the appropriate authorities immediately upon detection in accordance with A.R.S. S13-3620. Documentation will be made available for immediate review by the Department of Health.

DISENROLLMENT PROCEDURES

If you would like to withdraw your child from the center, please notify the Center Director in writing a minimum of one week prior to disenrollment. If written notice is not provided, you will still be charged all fees for the one-week period.

The Center also reserves the right to withdraw a child for any discrepancies on the child's enrollment application or for not adhering to policies and procedures stated in this handbook. Should the staff determine that the center is unable to provide services to meet the needs of your child without jeopardizing the quality of care provided to the other children, you may be asked to withdraw your child. In that case, a one-week notice would be given to the parent.

REGULATION & INSPECTION REPORTS

The center is regulated by the Arizona Department of Health Services. Our assigned Surveyor, Shawna Gonzalez, can be reached by phone at (602) 364-2539 or by mail at 150 N. 18th Ave., Suite 400, Phoenix, AZ 85007. All of the AZDHS's inspection reports are kept on file in the Director's office and are available for review upon your request.

PESTICIDES APPLICATION

We are dedicated to using the least amount of chemical control of pests in order to maintain the healthiest environment possible for the children. On the front door of the center, the Director will post a notice at least 48 hours before building and outdoor pesticide application.

LIABILITY INSURANCE

In accordance with AZDHS regulations, the center maintains at least the minimum liability insurance coverage through the CRUHSD #2 and documentation is posted at the center entrance.

QUESTIONS

Should you have any questions or concerns about your child, the staff, or the center policies, please feel free to talk with the Director at any time. Your comments and suggestions are always welcome as they help us continue to make improvements. There is also an online parent suggestion box located on the district website at https://www.crsk12.org/departments/early_childhood_center/parent_suggestion_box for your convenience.



Thank you for entrusting
your child with Tiny T-Birds!