

KIWANIS DAY CARE CENTER  
71 WASHINGTON AVENUE  
HUNTINGTON, WV 25701  
(304) 525-8701



FAMILY HANDBOOK  
(Revised November, 2015)

## **PHILOSOPHY**

The Kiwanis Day Care Center is deeply committed to providing children with a healthy and safe environment in which children can learn and grow. Our program is designed to provide the community with quality and affordable child care. Our administration and staff shall place an emphasis on each child's development in the areas of physical, social, emotional and intellectual growth. All children shall be exposed to activities that foster skills in the areas of gross motor, fine motor, language, cognitive, social and emotional development and other various areas that build knowledge, attain skill, and foster a positive self image and confidence.

All programs operated by Kiwanis Day Care Center shall be offered to all children and parents regardless of race, sex, or religious beliefs.

## **GENERAL INFORMATION**

<b>HOURS OF OPERATION:</b>	6:30 A.M. to 5:30 P.M., Monday thru Friday
<b>AGES SERVED:</b>	6 Weeks to 12 Years
<b>LICENSING CAPACITY:</b>	89 Children
<b>FEES:</b>	<b>See Fee Schedule</b>
<b>SPONSORED BY:</b>	

The Huntington Kiwanis Club

City of Huntington

WV Department of Health and Human Resources

## **CENTER HOLIDAY'S**

The Kiwanis Day Care Center will observe the following Holiday's:

New Year's Day  
Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Thanksgiving Day  
Christmas Day

In addition to the above listed holidays, the center is closed one to two days per year for professional development. A notice of this closure will be given to parents at least two weeks in advance.

The center reserves the right to close the day after Thanksgiving and Christmas Eve if attendance is projected to be low.

## **PROGRAM OBJECTIVES**

The following objectives reflect the philosophy of the Kiwanis Day Care Center. It is our goal to:

1. Provide quality day care services to the families and children enrolled.
2. Strive to meet the individual needs of each child in care.
3. Create an environment which promotes age appropriate behaviors.
4. Provide nutritious and appealing meals daily.
5. Provide ample rest time for children.
6. Design and provide an environment which stimulates intellectual and physical growth of children.

7. Provide learning experiences which stimulate and promote the physical, intellectual, emotional and social growth of children.
8. Create and promote an environment which promotes the development of confidence and positive self-esteem in children.
9. Encourage parent participation in all phases of child care.
10. Provide training for staff which promotes appropriate curriculum techniques and age appropriate learning experiences.
11. Promote an atmosphere which recognizes cultural and ethnic differences in families and communities.

## **PROGRAM**

The Kiwanis Day Care Center is a year-round educational and child care program offering a variety of different activities for children ages 6 weeks to 12 years of age. Our program provides children with age appropriate opportunities for intellectual, emotional, social and physical growth in a stimulating atmosphere which promotes growth and development. Children are provided free-play time which promotes freedom of expression along with structured time activities which promote a child's ability to follow through with tasks and conform to rules.

All classroom teachers prepare and post daily/weekly class lesson plans and activity plans. The typical day, based on daily/weekly unit plans, blend both large and small group activities. Class Unit and Lesson Plans include the following activities.

- A. Language and Math activities
- B. Art
- C. Music and Movement
- D. Science
- E. Physical Activities through outside and inside play
- F. Parent involvement programs

## G. Social Skills

A library is available for all age levels throughout the day in each classroom.

Field trips are scheduled periodically to enhance learning and exploration of the world in which the children live.

Center programs are well balanced to include quiet time, free choice, group activities and creative expression.

An assessment is completed on each child throughout the stages of their development. This assessment will indicate growth and development of each child with respect to fine motor skills, gross motor skills, social skills, learning abilities, acquisition skills, etc.

The center recognizes that children learn through modeling, sharing, cooperate with others and by example. Center staff striving to enhance each child's experiences while in care.

## **ENROLLMENT REQUIREMENTS**

**All children being considered for enrollment at the Kiwanis Day Care Center must present the following information and documents prior to attending the center:**

- 1) Completed Physical Examination (less than one year old)
- 2) Current Immunization Record
- 3) Copy of Health Insurance Coverage with Policy Number
- 4) Completed Center Application Packet
- 5) Payment of all fees required
- 6) Link Certificate or Pay Check Stubs if applying for sliding fee (which ever applies)
- 7) Change of clothing
- 8) Formula/food (where required)
- 9) Diapers (where required)

- 10) Special Dietary Needs Form (where required)

## FEE SCHEDULE AND PAYMENT PROCEDURE

Fees are due at the beginning of each week. Checks are to be made payable to Kiwanis Day Care Center. A fee of \$25.00 will be charged for each enrollment packet requested. This fee is non-refundable and will be credited to your tuition account on the first day of admission to the center.

Private pay tuition fees are due regardless of attendance days.  
Link tuition fees are only charged when the child attends.

Failure to pay fees will result in the loss of a space for your child at the center. The center reserves the right to request immediate removal.

The first tuition payment is due at enrollment.

Every September, a supply fee of \$25.00 is due for each child enrolled at Kiwanis.

**Payments are due each Monday morning for the current week. In the event that tuition payments are not received by 5:30 p.m. on Friday of the same week, your child may not return to the center on the following Monday without both the past due tuition amount and the current tuition amount paid in full.**

**A late fee of \$1.00 per minute will be added to your weekly tuition if your child is not picked up by 5:30 p.m.**

### Weekly Rates

Infants (6 weeks to 2 years of age)	150.00/week
2 year to 12 years of age	125.00/week

When space is available, the center does allow for children to drop in at a rate of \$32.00 day for infants and \$27.00 a day for children 2 years of age and older.

Hourly care for school age children and pre k students.....\$6.00/hour

*\* Families are eligible for a discount for multiple children. The second child will receive discount of \$15.00 off tuition and additional children will receive a \$20.00 discount.*

If a child runs out of diapers and the center has to supply diapers, a fee of \$1.00 per diaper will be assessed and added to the parent's account.

Kiwanis Day Care Center does offer a sliding fee. Parents who need help with their tuition costs and ask for a sliding fee scale application from the office. Monthly income and family size is used to determine your rate if you qualify.

Parents needing assistance with tuition payments may also contact Link Child Care Resource and Referral Agency at 523-9540.

Children, who qualify for Link Certification, will be charged full fee for days of attendance when their parents are not attending school or working. The fee charged will be \$33.00/day for children under the age of 2 years and \$28.00/day for children over the age of 2 years. This policy is in accordance with Link Resource & Referral Agency directives and policies.

**Link Certified children are required to attend a minimum of 13 days per month. If this minimum requirement is not met, your child will be withdrawn from day care .**

## ATTENDANCE ROUTINES

1. Each child is to be signed in and out on the computer daily. Parents and others designated by the parent will be assigned a computer code at the time of enrollment.
2. Only those persons listed on the application pick-up list will be allowed to take children from the center. **WE WILL ASK TO SEE AND COPY AN I.D. FOR ANY PERSON WE ARE NOT FAMILIAR WITH.**
3. Each child is assigned an envelope on the main entrance bulletin board. Parents are asked to check this envelope daily for important messages.
4. Parents are asked to check their child's assigned cubby daily for art work, soiled clothing, etc. Clothing provided by the center should be returned the next day of attendance. Please do not launder the clothing. We will do that when the articles of clothing are returned.
5. Inform staff of any changes in your child's routine that may affect his/her needs or behaviors at the center.
6. Please call the center by 9:00 a.m. on the days your child will not be attending day care. If we do not hear from you, your child will be withdrawn from the center after 10 days of



not attending. Absences due to illness or other emergency situations will be excused from the 15 day required attendance contract. If you do not call, we will not excuse the absence. Unexcused absences will jeopardize continued attendance at the center.

7. Notify the center immediately of any contagious illness your child may have contracted. The center will notify all parents of any illnesses we view as contagious to all children. Check your child's envelope daily for all alerts.
8. If you are not at your usual work/school/home site, inform staff of any changes so that we may reach you in the event of any emergency. **We must have current phone numbers. Please keep us posted of all phone and address changes. If we are unable to contact the parent or other emergency contacts listed after one hour of calling, we are obligated to contact the WV Department of Health and Human Resources Child Protective Services Unit to report child abandonment.**
9. Parents are welcome in the center at any time throughout the day without notice. Please keep in mind that quiet/rest time is scheduled between Noon and 2 p.m.

## **DISCIPLINE POLICY**

The philosophy shared by all staff of the Kiwanis Day Care Center is that of encouraging positive behavior. Negative behavior is recognized as a normal occurrence of growth. Negative behavior is dealt with in age appropriate ways. On those occasions when a child's negative behavior warrants parental notification, parents will be notified by the classroom teacher and/or Center Director. Teachers will complete an Behavior Report and present this document to the parent for review and signature.

Center Rules of Discipline will never include humiliation of the child, physical punishment, scare tactics, use of abusive language or discipline associated with food or rest. All discipline will be age appropriate and in response to the child's behavior. It is our primary goal to have each child recognize their behaviors (where age appropriate) and respond with a socially acceptable response.

Staff at the center will model appropriate behavior, redirect the child to alternative behaviors, encourage the child to control his or her own behaviors and to problem solve by talking things out, speak so that the child understands that feelings are acceptable, but inappropriate behaviors and actions are not and use time-out only as needed to calm down or gain control of his or her behavior. The center will not place children younger than three years of age in time out. Time out is only to be used for behaviors that are persistent and unacceptable, used infrequently and not for over one minute for each year of a child's age.

Children enrolled at Kiwanis Day Care Center will never be subject to the following:

1. Harsh physical punishment.
2. Any method of discipline, treatment which would harm them emotionally, physically, in any other way.
3. The use of abusive or profane language by an adult.
4. Discipline associated with food or rest.

Any child who presents a threat of harm to his or her self, another child, an adult will be immediately removed from the room. The child will be:

1. Isolated from the other children.
2. Monitored/supervised until he/she calms down.
3. Shown the appropriate behavior.
4. Returned to the group when their behavior improves.

In situations where a child cannot be returned to the group due to their behavior and there exist the threat of harm to themselves or others, the parent will be notified and requested to come to the center immediately.

All inappropriate behaviors will be recorded on a "Behavior Report". Parents will be asked to sign the report and will be given a copy of the report. A copy will also be placed into the child's center file.

## **BITING POLICY**

Biting is a normal developmental behavior in some young children. Biting is very painful and can be considered injurious to both the bitten child/person and the biter. Biting in young children generally indicate a level of frustration for the biter. Biters generally are unable to put into words their feelings and bite out of frustration. As the child grows older and develops language skills, their need to bite is greatly decreased.

While biting is unacceptable behavior, it is a "normal" problem for all care providers of young children. The Center recognizes that biting creates an unhealthy situation for not only the bitten child but also the biter

The Center will adhere to the following procedures when a child bites:

- \* Staff will respond to the bitten child immediately by cleaning the bitten area with alcohol/peroxide and applying antibacterial ointment. Ice will be applied to the affected area to minimize swelling. The child will be comforted and reassured during this procedure.
- \* The child who bit will be separated from the group while medical attention is provided to the bitten child. The separation from the group will last no longer than 1 minute per year of age of the child. If assistance with the child who bite or the child needing medical attention is needed, the staff person will summon the director or assistant to the director.

- \* The child who bit will be told in a firm yet understanding voice that “biting hurts and we do not bite”. In situations where the child can comprehend an understanding of the situation and the consequences of their actions, they will be told how biting affects others and themselves. The child will be redirected to appropriate activities following each occurrence of biting. Each classroom is supplied with adequate toys so that the incidence of fighting over toys does not occur. Activities of classrooms will be planned and adequately supervised in an effort to reduce the incidence of biting. The Center will maintain the required adult-child ratio as mandated by the WV Department of Health and Human Resources Licensing Manual.
- \* An Incident Report for the child bitten and the child who inflicted the injury will be written by the classroom teacher(s).
- \* Incident Reports will be presented to parents for review and signature on the day the incident occurred.
- \* Parent Conference with the child who bites will be held on the day of the incident where possible or at the earliest convenience of the parent.
- \* A Behavior Plan will be developed where a child has bitten three times within a two week period of time. The behavior consultant from River Valley Child Development Services will be asked to observe the child and the classroom and help create a behavior plan.
- \* Where the occurrence of biting continues without any decrease in frequency of intensity, the parents will be given two weeks notification of disenrollment of their child. Disenrollment of a child from the Center is not taken lightly and will only be imposed when there are no other alternatives to the situation.

## **BEHAVIOR MANAGEMENT PLAN**

When a child exhibits unacceptable behavior for his/her age and does not respond to techniques commonly used to eliminate or decrease the frequency of the unacceptable behavior, a behavior modification plan shall be developed by the teacher(s) and presented to the parents at a parent conference for their review and approval. The purpose of the behavior plan shall be to decrease negative behavior and increase positive/appropriate behavior. Unacceptable behavior shall be defined as behavior which will cause injury to self, others and/or the destruction of property.

Prior to the development of a behavior plan, staff will maintain documentation of

problem behaviors and provide this information to parents at each occurrence. The Center Director and/or Assistant to the Director will monitor the development, implementation and termination of all Behavior Modification Plans.

Behavior Modification Plans will include:

- \* Behaviors to be addressed and reasons why
- \* Specific techniques needed to deliver plan objectives
- \* Schedule of objectives implementation (re: frequency and duration)
- \* Person(s) responsible for each objective and method of implementation
- \* Documentation of information with regard to plan progress
- \* Parental/Guardian signatures
- \* Staff signatures
- \* Dates of plan implementation, review, duration and termination

Plans will be maintained in the child's file. All staff working with the child on this plan will receive training in plan development, implementation, and documentation requirements. All staff will be provided the resources needed to ensure proper delivery, implementation, and technique utilization of the plan.

## **PARENT-TEACHER CONFERENCE**

The Center will schedule two (2) Parent-Teacher Conferences each year. All parents are encouraged to speak to their child's teacher/teachers or the Center Director when they have concerns about their child's daily care. Parent-Teacher Conferences can be set up at any time during the day or evening hours convenient to the parent. See the Center Director to schedule a conference.

## **SPECIAL NEEDS OF INDIVIDUAL CHILDREN**

It is the parent's responsibility to inform the center of any special needs their child may have. Center staff, where possible will accommodate these requests to the best of our ability.

Where Center Staff feel the child is exhibiting a special need, the teacher will complete an assessment, the parent will be contacted and a conference scheduled.

## FIRST DAY AT THE CENTER

When a child is attending the center for the first time, it will make the transition easier if the parent brings the following items:

A complete change of clothing, LABELED with the child's name.

A completed enrollment packet

Ample supply of diapers, formula and clean bottles.

## QUIET/REST TIME

Our daily schedule includes a quiet/rest time for all children in attendance. Children will rest between the hours of 12:00 PM to 2:00 PM. Children arriving after nap time has begun must request approval in advance of arriving during nap time. Children not having approval for late arrivals will not be permitted to attend that day. The center will provide a cot, sheet and blanket for each child. Laundry is done on a daily basis in the infant rooms and twice weekly in all other classrooms.

## CLOTHING

Children should be dressed in comfortable, practical and washable clothing daily. Please send your child in clothes and shoes that are appropriate for indoor and outdoor play. A complete change of clothes is required to be at the center at all times. The center assumes **NO** responsibility for any unlabeled clothing which is lost or stolen.

## OUTSIDE PLAY

All children are scheduled daily for outside play (weather permitting). A doctor's excuse is required if your child is not permitted outside play time. During cold weather, please send **gloves and hats**. Children are taken outside to play except in the extreme inclement weather. The West Virginia Department of Health and Human Resources Licensing Regulations require outside play weather permitting during all seasons of the year.

## **DIAPERING PROCEDURES**

Parents/guardians are required to supply diapers their child/children daily. The Center provides a “diaper cubby” for each child. Please check your child’s cubby daily to determine their diaper needs. Also, read your child’s “My Day” daily to see if we need diapers for tomorrow. Staff are required to change diapers at a minimum of every 2 hours. For example, if your child arrives at 9:00 AM, their diaper will be changed at 11:00 AM (or sooner) dependent upon their needs. Your child’s diaper needs will depend upon their arrival time and departure time daily. For a child staying fewer hours will require less diapers. Please send a few extra diapers in the event of an accident or unexpected toileting need. Staff are also required to record all diaper changes on the Diapering Chart found in classrooms with diaper stations.

Children who are in the process of “potty training” will be checked at a minimum of every two hours. They will be requested to use the potty at least every hour. The Center will require diapers/pull ups be used during “potty training” periods. .

We realize accidents will happen, and we find it necessary that each parent send a few extra pair of clothes during and following the “potty training” period.

Once a child is potty trained, there may be periods when situations occur that cause a child to revert to not using the potty. In the event your child has this occur, we will be required to put them back into a diaper/pull up for the remainder of the day. This practice provides a “safeguard” against any urine or fecal matter exposure for your child and all other children in the classroom. It is not our intent for your child to “take a step backward”, we only want to provide the most sanitation possible for all children attending Kiwanis Day Care Center.

Always remember children will train easier and faster in their home settings. At home, there are no distractions (caused by the other children in the classroom), there is no one at home wanting To take their favorite toy while they are on the potty, and there’s no need to be in a hurry to play at home when you take a potty break. Things always go smoother at home. Potty Training at the daycare may take a little longer, but we always have good results.

Children must be toilet trained before admission into the 3 year old classroom. We will work cooperatively with parents in toilet training all toddlers.

All staff will follow and adhere to the diaper changing and toilet training guidelines set forth by WV Child Care Regulations. See below for specific guidelines.

## **DIAPERING AND HANDWASHING**

### **Diapering Procedure**

1. Before beginning the diapering procedure, clean your hands by using proper hand hygiene (handwashing or use of hand sanitizer according to directions).
2. To minimize contamination, prepare for diapering by getting out all of the supplies needed for the diaper change and placing them near, **but not on**, the diapering surface, for example:
  - Enough wipes for the diaper change, including cleaning the child's bottom and wiping the teacher's and child's hands before putting on the clean diaper (wipes must be taken out of their container)
  - A clean diaper
  - A plastic bag for soiled clothes and a set of clean clothes (if soiled clothing is anticipated)
  - Non-porous gloves (if used)
  - A dab of diaper cream on a disposable paper towel (if used)
  - Changing table paper (if used) to cover the table from the child's shoulders to feet (in case it becomes soiled and must be folded over to create a clean surface during the change)
3. Place the child on diapering table. Remove clothing to access diaper. If soiled, place clothes into a plastic bag.
4. Remove soiled diaper and place into a lined, covered, hands-free trash container.
5. Use wipes to clean child's bottom from front to back (one wipe per swipe) and throw away into trash container. The diaper can also be left open under the child during the cleaning step and then discarded with the soiled wipes before continuing with Step 6. If gloves are used, they must be discarded at this time.
6. Use a wipe to remove soil from your hands and throw into trash container.
7. Use another wipe to remove soil from child's hands and throw into trash container.
8. Put on clean diaper and redress the child.
9. Wash the child's hands following the proper handwashing procedure (use of hand sanitizer is also acceptable for children 2 and older). Return the child to the play area without touching any other surfaces.
10. Clean the diapering surface by spraying it with a soapy water solution and drying with a paper towel or by wiping it with a water-saturated paper towel or wipe.
11. Disinfect the diapering surface by spraying it with disinfectant-strength bleach-water solution ( $\frac{1}{2}$  –  $\frac{3}{4}$  cup bleach per gallon of water) and wait at least 2 minutes before wiping (or allow to air dry). Another EPA approved disinfectant, used according to directions, can be used instead of bleach and water.
12. Clean your hands by using proper hand hygiene (handwashing or use of hand sanitizer according to directions)

### **Hand washing Procedure**

1. Moisten hands with water and use liquid soap.
2. Rub hands together away from the flow of water for 20 seconds.
3. Rinse hands free of soap under running water.
4. Dry hands with a clean, disposable paper towel or air dry with a blower.

5. Turn off faucet using paper towel.
6. Throw the used paper towel into a hands-free trashcan.

Information taken from *Caring for Our Children: The National and Safety Performance Standards for Out-of-Home Care, 3rd edition*, American Academy of Pediatrics, American Public Health Association, and National Resource Center for Health and Safety in Childcare (2011).

## **HOLIDAY PARTIES**

During the year special events are scheduled. Parents wanting to contribute are welcomed to do so. Sign-up sheets are displayed by the classroom door for holiday celebrations. Birthdays are very special for the children at the center, please let your child's teacher and director know that your child will be celebrating a birthday at the center. Healthy eating should always be promoted, even during special celebrations. For more information, please see our nutrition policy.

## **FIELD TRIPS**

Field trips are scheduled as part of the curriculum. These experiences outside the classroom setting provide valuable exposure and developmental avenues for children to explore and experience. Advance notice of field trips will be given to parents. Occasionally we will need parents to cover the cost of the outing. If these costs are a hardship, please see the Director immediately. Most field trips will be walking field trips. Others may consist of riding the TTA bus, school bus, or rented bus. Permission slips for these trips are signed at the time of center enrollment.

## **DENTAL HEALTH**

The dental health program at the center is designed to offer good dental hygiene education and practice for the children attending. Children will be given time daily to brush their teeth. The center will supply toothbrushes and toothpaste.

## **HEALTH & ILLNESS**

All illness, allergies or dietary problems should be reported to the center staff immediately. Special dietary needs of children must be reported to the Center Director and Classroom Teachers. Parents should provide this notification in writing. When necessary, a doctor's statement may be required.



All children admitted to the Center must have a physical examination prior to enrollment and attendance. Physical examinations must be updated every 6 months for children under the age of 2 and annually for children ages 2 through 12 years of age. All children are also required to have a certificate of immunizations. Immunization records must be presented at the time of enrollment and attendance. There will be no exceptions made to this policy. Children who do not meet the requirement, will be withdrawn from the center until the necessary medical certificates are presented. There is no guarantee that a space will be available for readmission once a child is withdrawn.

When children present an illness at the center, they are separated from their class to prevent the spread of any infection or virus to other children in their classroom and other center classrooms. Parents are immediately called and it is expected that they will make arrangements to pick their sick child up from the center promptly. When the center is unable to reach the parent, staff will start calling those persons listed on the contact sheet until an adult is reached and can pick the child up from the center. It is important that all parents keep their current phone numbers on file at the center. When your phone number changes, notify us immediately.

**For the protection of all children at the center, any child with the following symptoms cannot attend or remain at the center and the parent will be called to pick them up:**

- Vomiting
- Rash
- Nausea
- Diarrhea
- Eye Infections
- Head Lice or Nits
- Any Fever
- Any Communicable Disease
- 

**Children must be fever free for 24 hours before returning to the center. Where a child has a fever higher than 100 degrees, he/she is considered to have a contagious illness until they have been examined by a physician.** When a child has been examined by a physician, the parent must present the physician statement the next day following an absence due to a contagious illness.

The following practices are to be followed when a child has had a common communicable disease/illness:

1. Measles- The child may return after he/she has been fever-free for 24 Hour's and 7 days after the appearance of the rash.
2. Mumps- The child may return after swelling and fever have dissipated.

3. Chicken Pox- The child may return after all lesions have crusted. This usually occurs at least 7 days after the onset of the rash.
4. Thrush, conjunctivitis (pink eye), Strep, Impetigo- The child must be examined by a physician and on medication and fever free for at least 24 hours before they can return to the center.
5. Viruses- The child must be free of symptoms and fever free for 24 hours before returning to the center.
6. Infections- The child must have a physician note allowing them to return to the center.
7. RSV- If hospitalized for this illness, the child cannot return to the center for 5 days following hospital discharge.
8. Lice- The child must be lice and nit free before returning to the center. Center staff will check the child's head upon return to the center. If the child is sent home a second time for lice, the child may not return to the center for 3 days regardless.

Upon the child's return to the center after a contagious illness or serious disease, the parent must present a doctor's written statement upon the child's return to the day care.

## **MEDICATIONS**

The Center **will not** perform any medical treatments on children that require the use of medical equipment essential . This includes “breathing treatments”. Staff at the center are not trained in the use of this equipment and the center cannot support hiring additional staff to perform these procedures on children in care. The center will not administer any medications to children, effective November 1, 2015. Parents are welcomed to make arrangements to come to the center during their lunch hour or breaks from work to provide the treatments and/or administer medications. If parents are using their lunch hour to attend to this need, the center can provide them lunch. Just let us know when you drop your child off in the morning that you will be returning at lunch time.

## **MEAL SERVICE**

Meals are served at the following times for children over the age of 12 months:

Breakfast:	8:00 a.m. - 8:30 a.m.
Lunch:	11:15 a.m. - 11:45 a.m.
Snack:	2:15 p.m. - 2:45 p.m.

Children 12 months and younger are fed on a “demand” feeding schedule.

Children arriving after the meal serving times will not be fed. There will be no exceptions to this policy.

All meals served meet the requirements of the WV Department of Education, Child Nutrition Program. Menus are posted on the bulletin board located across from the kitchen.

After the age of 12 months, we do not recommend the use of pacifiers or bottles and will help the parents with this transition process.

## **BAD WEATHER**

In the event the center must close or delay opening due to bad weather or other related conditions, parents are urged to listen to local news stations such as WSAZ News Channel 3 and WKEE Radio Station.

## **CHILDREN’S BELONGINGS**

All Children are to have a change of clothing at the center at all times. Children younger than 2 years may require more than one change of clothing and change of underwear. Parents are to check their child’s cubby daily to see if additional clothing is needed. The center does not have clothing available when children have accidents. When a child needs to change clothing and none are available, the parent will be called for immediate pick-up.

## **TRANSITION POLICY**

Children are assigned to a specific classroom based on the information provided to the daycare regarding their chronological age, development (cognitive, social-emotional, and level of communication). Parents are involved in the appropriate placement of their child at the initial orientation with Center Administrative Staff and throughout their continued enrollment at the Center.

When it is determined that a child would be more appropriately “placed” in either a younger or older classroom, the parent is provided a two week written notification of the change. Where the parent disagrees with the “new” placement, a conference is scheduled within three days to discuss their wishes would be viewed as harmful or injurious to their child or other children in the classroom. For example, a four year old being placed in a 12 month old classroom or a “biter” remaining in a classroom with non-communicative children. In these or similar situations of exception, Center decisions will prevail.

When children are scheduled for a transition to an older classroom, parents are provided a written two week notification. Each transition is an individual decision and is based on the development of each child both physically and cognitively. Parents are involved in the decision to transition their child into an older group. Children are transitioned over a period of one month. The process for transitioning is to gradually introduce the child to the older group and teaching staff in small increments of time daily. For example, the initial “visit” may last from 30 minutes to 1 hour depending on the child’s reaction to the “visit” and their level of being comfortably in the new setting. Transition visits to the new classroom will occur on a daily basis. Where possible, the “old” teacher will accompany the child to the “new” classroom.

For the 4 Year Old PreK classroom, the Cabell County Board of Education will schedule a “transition visit” to the feeder school for the children to have a Kindergarten Visit. Parents will be given a two week notice of the scheduled day for the visit.

## **CHILD ABUSE POLICY**

The Kiwanis Day Care Center has a responsibility to provide quality care and supervision to your child. When we assume this responsibility, we also recognize that it is required that we report any suspected abuse of a child to the proper authorities.

When a staff member or member of the administration of Kiwanis Day Care Center suspects abuse of any type (physical, emotional and sexual) and neglect of a child in our care, they have a legal obligation to report their suspicions to the Center Director. The Center Director will

immediately complete a CPS Reporting Form and contact the Department of Health and Human Resources Child Protective Services Unit to file a report of abuse.

Where the parent is not involved in the suspicion of abuse, the Center will notify the parent of the report to the WV Department of Health and Human Resources. Where the parent is suspected of involvement in the abuse of a child, the Center will not notify the parent but will report directly to the WV Department of Health and Human Resources.

Parent having questions about this policy, should contact the Center Director immediately.

Kiwanis Day Care Center Administration and Board of Directors

## **PARENT PARTICIPATION**

As discussed with each parent during their initial center tour, parents, grandparents or other significant persons in the child's life are welcomed and encouraged to visit the center at any time throughout the day. Parents who will be visiting during the lunch hour are asked to alert the Director, Assistant to the Director or Cook on the day of their visit so that adequate food will be prepared for the meal. Parents and other family members are encouraged to volunteer their time at the center. All volunteers will have to go through a brief volunteer training and background check. The Center Administration recognizes the benefits when visits to the center to spend time with a child occur.

## **EMERGENCY PROCEDURES**

The health and safety of every child is a matter of major importance and concern to the Kiwanis Day Care Center staff. Every accident or emergency will result in the center staff contacting the parent. When center staff are unable to reach a parent, we will start calling the persons designated by the parent as the contact persons. The center will make every effort to reach the parents first. **It is important that parents inform the center of phone number and address changes. Also, keep us posted on any changes to the contact list of persons.**

During an emergency or disaster, the staff of Kiwanis Day Care Center will adhere to the following evacuation procedures:

Fire: All children are to be escorted out of the building to the designated playground areas by the teaching staff of each classroom. Roll call for each class will be taken once each room is out of the building by the classroom teacher. A total

head count of all children will be completed by the Assistant to the Director. The Director will be responsible for contacting the Emergency Services Departments of the City of Huntington via the installed Alarm System on premises. Emergency Services will alert the Director regarding building reentry. Where reentry is not permitted, the Director will contact each parent regarding immediate pick-up of their child. Local television and radio stations will be contacted also to broadcast the information regarding closure of the facility.

**Flood:** When flooding of the facility occurs, the Assistant to the Director and the Director will immediately begin the evacuation procedures as stated above in the Fire Evacuation Plan. Where only partial flooding occurs and the facility does not sustain any breakage in electric or water services, children located in the flooded area will be relocated to other parts of the facility not affected by the flooding. The Cabell County Health Department will be contacted to determine the policy and protocol for such events. The Center will follow all dictates of the Health Department.

**Natural Disaster:** Where the Center is placed in danger due to a natural Disaster, all children and staff will be relocated to the BB&T Bank basement located at the corner of 6<sup>th</sup> Avenue and 1<sup>st</sup> Street. This facility is within a two block range of the Center and transport to the facility will be accomplished by walking. Roll Call of children will be followed as outlined under AFire@ procedures.

**Shelter In Place:** The following procedures will be followed when a “Shelter In Place” is ordered by the appropriate authorities:

- \* Move indoors immediately
- \*Close and lock all windows and doors
- \*Turn off all heating, cooling and ventilation systems
- \*Each class will move to assigned room posted at center
- \*Place plastic & duct tape around all doors and windows
- \*Place wet towels at the bottom of the door to prevent leakage
- \*Turn radio at pre-set station: WRVC-AM 930
- \*Stay inside room until an all-clear signal is announced
- \*Use telephone only for emergencies

**All Other Disasters:** The procedures outlined above under “Natural Disaster” will be followed in these situations. Roll Call of children will be followed as outlined under “Fire” procedures.

In all instances of facility evacuation and relocation of children, Classroom Staff, and Administrative Staff the procedures for roll call of children as outlined above under “Fire” will be adhered to and enforced.

## **LIABILITY INSURANCE COVERAGE**

The Kiwanis Day Care Center is required by licensing law and regulations to disclose information regarding the center’s Liability Insurance Coverage. Coverage includes personal and advertising injury, bodily injury and property damage.

Guide One  
Assured Partners Of West Virginia, LLC  
dba Insurance Systems  
1 Insurance Way  
PO Box 10  
Ona, WV 25545  
1-304-736-2222  
Policy Number 01434219

## **KIWANIS DAY CARE CENTER DISCHARGE POLICY**

The Kiwanis Day Canter reserves the right to discharge children, parents, and significant others from receiving continued day care services when the Center can document the following actions/behaviors on the part of children, parents, and significant others:

Continued disruptive behaviors which affect instruction and learning by all other children in the classroom:

Failure on the part of the parent, significant other to provide information and/or Documents essential to enrollment requested by Center Staff:

Usage of inappropriate language and inappropriate actions in the presence of children and center staff by children, parents, and significant others:

Failure to pay fees for services provided:

Failure of the parent, significant others to accept and abide by the policies and regulations of the Kiwanis Day Care Center:

Falsification of information provided to Kiwanis Day Care Center:

Any and all other actions on the part of children, parents and significant others which are deemed inappropriate and unacceptable by Center Staff; or Center Director; or Center Board of Directors;

THE KIWANIS DAY CARE CENTER SHALL FURTHER RESERVE THE RIGHT TO DISMISS ANY CHILCREN AND/OR PARENT FOR JUST CAUSE NOT LISTED IN THE ABOVE SPECIFIED AREAS.

## **CONFIDENTIALITY OF CHILD & FAMILY INFORMATION**

Kiwanis Day Care Center maintains a strict adherence to the WV Laws on matters of Confidential Information in accordance with the WV Chapter 49 Regulations. The Center keeps information on file regarding children, families, and staff which may be considered personal in nature. This information is stored in a locked file cabinet at all times. Staff are required to keep all information in confidence and not discuss it or release it to persons outside the day care center. Staff are also required to refrain from discussing confidential information concerning children and families among themselves or with other families associated with the center. Children's names and the names of parents are not used when documenting incidents, injury or behaviors which occur during the day at the center. Where there is a request for the release of information, parents must sign a statement giving their expressed written permission for the release of information. Their permission must also state the specifics of the information to be released. Permission request must be presented to the Center Director only.



## **KIWANIS DAY CARE CENTER HOUSEHOLD CONTACT POLICY**

In accordance with Child and Adult Care Food Program (CACFP) 7 CFR Parts 226.2, 226.6(m) (5), the WV Department of Education, Office of Child Nutrition is required to conduct household contacts in order to verify enrollment, income eligibility and attendance of participating children.

When conducting household contacts State Staff must identify themselves on the telephone or provide the household member with identification during home visits. Households must be provided with the specific information in question at the time of the contact.

The Kiwanis Day Care Center will provide to the WV Department of Education, Office of Child Nutrition the required information about program participants. This information may include but not limited to the following: Family name, names of each household member, address, Social Security Number, Food Stamp Case Number/TANF Case Number, household income and telephone number.

The Kiwanis Day Care Center is also required to develop and implement a sponsor=s household contact policy. From time to time, the Center will conduct random Household Contacts in accordance with the requirements of the WV Department of Education, Office of Child Nutrition requirements. The Center will request at the time of contact each participants name, age, address, telephone number, social security number, food stamp case number/TANF case number, household income and source.

## **GRIEVANCE POLICY/PROCEDURE**

It is the policy and practice of Kiwanis Day Care Center to provide parents with information regarding the enrollment, care and discharge of their child/children. Daily reports are provided to parents. Daily, weekly and monthly lesson and unit plans are developed and posted in each classroom for parent review and inspection. Staff/Child Ratio charts are posted throughout the facility. Kiwanis Day Care Center prohibits physical, emotional or sexual abuse of children in our care. Children are disciplined through the use of redirection and sit & watch techniques. The Center recognizes that there will be occasions when a parent, guardian or other significant person in the child's life may have conflict with an event, a decision or an experience with our Center. When these occasions arise, a grievance may be filed. The steps to filing a grievance with the Kiwanis Day Care Center are:

- 1) Voice your concerns, complaints or grievance with the teacher. If a resolution is not reached, then
- 2) Voice your concerns, complaints or grievance with the Center Director. If a resolution

is not reached, then

3) Request in writing a meeting with a member of the Center Board of Directors. Decision's of the Board of Directors is final.

Parents and/or Guardians are encouraged to problem solve grievances in an informal fashion with the source of conflict. Parents and/or Guardians should approach the Executive Director with a description of the conflict and possible working solutions. If the grievance is not resolved formally, the Parent/Guardian should submit a signed and dated complaint to the Executive Director. The Executive Director and the Parent/Guardian will attempt to work on the problem. The Executive Director will provide a written response within 5 working days. If the grievance is not resolved within 5 working days of the Executive Director's response, the Parent /Guardian may submit a written copy of the grievance to the Kiwanis Day Care Center Board of Directors. The decision of the Board of Directors will be final.

**Parents may also exercise their right to contact the Licensing Specialist for the Center. Parents should contact the WV Department of Health & Human Resources, Cabell County Licensing Specialist/Region II, 4190 Washington Street-West, Charleston, WV 25313. Or call: (304) 558-9120 Extension 533.**

**It is the intent of the Kiwanis Day Care Center to address all concerns, complaints or grievances expressed by parents, guardians, or significant others in the child's live in a timely fashion with an acceptable resolution for all involved.**

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY**

It is the policy of Kiwanis Day Care Center to provide equal education and employment opportunities for prospective and current workers on the basis of individual qualifications and merit. In order to ensure genuine equal opportunities for all:

- 1) Kiwanis Day Care Center prohibits discrimination based on race, color, sex, sexual orientation, religion, age, national origin, veteran status, or disabilities.
- 2) Kiwanis Day Care Center will whenever appropriate, take affirmative action to employ, advance in employment or otherwise treat without discrimination qualified women, minorities, individuals with disabilities, disabled veterans and veterans of the Vietnam Era.
- 3) Kiwanis Day Care Center will not affiliate with nor grant recognition to any individual, group or organization having policies or practices that discriminate on the basis of race, color, sex, sexual orientation, religion, age, national origin, veteran status or disabilities.

All employees of Kiwanis Day Care Center are required to comply with this policy in the exercise of their functions. Anyone who believes that she/he had been denied the benefits of this policy should contact the Office of Kiwanis Day Care Center:

Kiwanis Day Care Center  
71 Washington Avenue  
Huntington, WV 25701  
(304) 525-8701

## **POLICY STATEMENT OF NONDISCRIMINATION**

Kiwanis Day Care Center Affirmative Action Policy is designed to provide equal opportunity and an atmosphere of nondiscrimination, particularly with respect to minorities, females, and individuals with disabilities. We reaffirm our commitment, morally, and legally, to recruit, employ, and retain qualified minority, female and disabled faculty and non-instructional candidates.

## **KIWANIS DAY CARE CENTER IS AN EQUAL OPPORTUNITY PROVIDER**

In accordance with Federal law and United States Department of Agriculture policy, the Kiwanis Day Care is prohibited from discriminating on the basis of race, color, national origin, gender, age or disability. To file complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call 202-720-5964 (voice or TDD). USDA is an equal opportunity provider and Employer.