

# **PARENT HANDBOOK**



# **Holy Family**

**Child Care & Development Center**

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## **SECTION 1 INTRODUCTION**

### **1.1 WELCOME**

Welcome to Holy Family Child Care & Development Center, Inc. It is our desire that our relationship with your family will be a happy and rewarding one. The purpose of this center is to give your child the best possible care outside of your home.

Our goal is to provide loving care using only developmentally appropriate practices to prepare children for success in school and in life by supporting them, their teachers, and their families. We serve children beginning at the age of six weeks up to the time of starting kindergarten.

Enrollment is open to all people, regardless of race, color, religion, sex, national origin, ethnicity, disability, marital status of parents, or special needs.

Thank you for making the choice to place your family in our center. The staff is dedicated to serving your child's needs in every aspect of growth and development. We highly value the trust you have placed in us to care for your most precious gift . . . your children.

We have an open door to any parent/guardian that would want to stop in and see what their child is doing during the day or to any concern you may have.

### **1.2 BACKGROUND**

Holy Family Child Care Center, Inc. (as the center was formerly named) was established on September 4, 1985 under the sponsorship of the Diocese of Wheeling-Charleston. The Sisters of St. Joseph of Wheeling assumed sponsorship on February 21, 1996. Today, it continues to be a sponsored ministry of the Congregation of St. Joseph, under the auspices of the CSJ Ministries, Inc.

Sponsorship means that the Congregation of St. Joseph lends their name, their reputation, and their influence to the center and its mission. It means that the mission of Holy Family Child Care & Development Center, Inc. is one that is consistent with the mission of the Congregation of St. Joseph. Their mission, founded on the words of Jesus, is stated simply as: "We live and work that all may be one."

As of November 2004, the name of Holy Family Child Care Center, Inc. was changed to Holy Family Child Care & Development Center, Inc. to more accurately reflect the work that is carried out at the center. The name change has been approved and registered with the Secretary of the State of West Virginia.

The governance of HFCC&DC is provided for by a two-tiered system. The President and the Council of the Congregation of St. Joseph serve as the sole member of the corporation and HFCC&DC is operated and managed by the board of directors. The executive director reports to the board and both of these make an annual report to the member.

The Board of Directors of HFCC&DC is responsible for establishing policies relating to the operation of this agency. Retaining final authority, the executive director delegates the authority needed to implement administrative policies and procedures.

The caring and professional environment, which exists at HFCC&DC, is the result of the combined efforts of the executive director, administrative staff, and the teaching and support staff. It is expected that a sense of mutual respect among all staff members, all children and all families will be a hallmark of the atmosphere at the center.

Because circumstances change, HFCC&DC and its board of directors reserves the right to alter, suspend, amend, revoke, terminate or change any or all policies and procedures in whole or in part, at any time, and with or without notice.

### **1.3 VISION**

HFCC&DC sets the standard for excellence in child care and early education.

### **1.4 MISSION STATEMENT**

HFCC&DC provides high quality early care and education in a nurturing environment that enables each child to grow in body, mind and spirit. HFCC&DC is sponsored by the Congregation of St. Joseph.

### **1.5 CORE VALUES**

1. Quality care and excellence in service.
2. Developmentally appropriate programming.
3. Safe, healthy, nurturing environment.
4. Christian values to prepare children for future challenges.
5. Partnership with employees and families.
6. Serving children and families regardless of income, education level, religion, race or gender.

### **1.6 CERTIFICATION**

HFCC&DC is licensed by the West Virginia Department of Health & Human Resources to serve 97 children; capacity of 28 children ages: six weeks to two years and 69 children age: two to thirteen years.

Holy Family is a Tier I Licensed Center by the West Virginia Department of Health & Human Resources.

### **1.7 HOURS OF OPERATION**

Hours of operation are Monday through Friday, 6 a.m. to 6 p.m.

## **1.8 HOLIDAYS**

We are closed for certain holidays:

- New Year's Eve Day
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

The center, through its executive director, reserves the right to change these holidays on an as needed basis as is determined to be in the best interest of the center and the children. The center will provide written notice of the holiday schedule to the families at least two weeks in advance of any change to said schedule.

## **1.9 ADMISSION/DISCHARGE**

Children six weeks up to five years of age or beginning kindergarten are eligible for enrollment. The child's readiness to be separated from his/her parents/guardians and the parent/guardian's readiness to partner with the center's program and administration are necessary for a successful early care and learning experience.

It is our goal that each child has a friendly and fun early childhood experience while at HFCC&DC. A pre-admission visit is required before a child may enroll.

The parent/guardian will discuss the child's developmental history, personal characteristics, and special needs with the executive director or assistant director. Policies, fees and expectations will be discussed, as well as an overview of the program in which the child will participate.

Parents/guardians will receive an extensive information packet that will include many forms such as, but not limited to, the center application, a parent handbook, and required medical information. The pre-admission conference will be documented in the child's file.

There is \$50.00 non-refundable registration fee payable prior to attendance. Discharge from child care can be done by either the parents/guardians or the center. Parents/guardians, who no longer need Holy Family's services, must give a minimum of five business days' notice. If a child has two consecutive weeks of non-attendance without payments, that child will be removed from the roster and the child's space will be filled. These two weeks of fees will be charged to the customer's account. Collection proceedings may be used to collect outstanding debts.

The center closes at 6 p.m. Chronic late picking up of a child will result in the discharge of the child from the center.

## **1.10 ENROLLMENT**

The child care experience for a child should be positive and friendly. Therefore, a pre-admission visit is required. A one to two hour visit is encouraged to help in the transition process. At that time, the family will have a tour of the center, have interaction time with the child's particular class group, meet the teachers, and engage in conversation and activities. Policies, fees, and expectations will be discussed as well as an overview of the program in which the child will be engaged.

Parents/guardians of prospective children shall schedule an appointment, prior to the first day of attendance, to go over the following information provided in the packet given during the tour of the center. All forms must be totally completed in order to attend on the child's first day.

- Emergency card
- Enrollment form
- Photography, Media & Social Media Permission Form
- Getting to Know Your Child
- Notification Request Form
- Parent/Guardian Responsibility Contract
- Current medical health assessment and immunization record, which has been signed by the child's licensed health care provider (these forms need to be updated every year and the infant-24 months information needs to be updated every time new shots are given and every six months for health assessments).
- Release to Enter Into Group Care form (if applicable)
- First Dose Medication Agreement
- Consent to Apply Sunscreen, Lip Balm and Other Products
- Permission to Communicate Electronically
- Free and Reduced Price School Meals Family Application
- Parent/Infant Meal Notification Form (if applicable)
- Special Dietary Need Forms (if applicable)

## **1.11 INCLUSION**

Holy Family Child Care & Development Center, Inc. believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, please let us know that need as soon as possible.

## **1.12 PARENT/GUARDIAN PARTICIPATION**

Holy Family recognizes that parents/guardians have a very important role to play in the delivery of high-quality care to their children. We believe that involvement contributes to the effective way in which we operate and is one the key components of our program. Parents/guardians and staff work together to facilitate learning and role modeling for children. This partnership is crucial for success.

Our goals for parents/guardians are:

- To feel good about their role as parents/guardians.
- To gain understanding into the behavior of children in general and their child in particular.
- To provide an atmosphere of mutual caring, respect and support where parents/guardians and staff members work as a team.

Parents/guardians are always welcome to be at the center with their child during normal operating hours.

Parents/guardians have opportunities to be involved at the center. There are a variety of ways for parents/guardians to participate in your child's care and education. The following are some examples of these opportunities:

- Parent/guardian members on the board of directors
- Workdays – cleaning, painting and maintenance of the center
- Fundraisers – Book Fair, Breakfast with Santa, Trivia Night, Touch-A-Truck
- Special guest reader days
- Donations for wish lists

### **1.13 INSURANCE COVERAGE**

The center carries general, director and officer's liability insurance coverage. Additional information will be provided upon request.

### **1.14 CONFIDENTIALITY**

It is the policy of HFCC&DC to maintain the confidentiality of all private business information which includes, but is not limited to:

- Information pertaining to the creation, application, installation and operation of any computer software, vendor list, donor list, benefactor list or student roster.
- Financial information, including billing and payroll information.
- Client files and records.
- Marketing strategies.
- Pending projects and proposals.
- Any and all information regarding children, parents/guardians, and staff members.
- Conversations between any persons associated with HFCC&DC.

All staff is required to sign a non-disclosure agreement as a condition of employment. Any staff member who improperly uses or discloses confidential information will be subject to disciplinary action, including termination of employment and legal action.

### **1.15 STAFF QUALIFICATIONS**

Our staff is hired in compliance with the West Virginia Department of Health & Human Resources Child Care Center licensing requirements. All staff members participate in orientation and ongoing trainings in the areas of child growth and development, healthy and safe

environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

All staff members (with the exception of support staff) are registered on the West Virginia State Training & Registry System (WV STARS) and maintain 15 to 18 hours of continuing educational training per calendar year.

Safety is of utmost importance to our center and mandatory safety trainings are provided for our staff members. These include, but are not limited to: fire safety and the use of fire extinguishers, CPR and First Aid, Safe Sleep for Infants, Food Handlers, Medication Administration, Dental Hygiene and Child Abuse and Neglect.

Staff members may provide private baby-sitting services to the families enrolled at HFCC&DC if requested to do so by the family. All center-related information must remain confidential and is not to be discussed while performing baby-sitting services. Staff members shall not solicit or advertise such services on HFCC&DC premises. Confidential information such as names, addresses, and phone numbers of families registered at HFCC&DC may not be used to solicit or advertise private baby-sitting services.

Any arrangements between families and our staff, outside the programs and services we offer, is a private matter, not connected or sanctioned by HFCC&DC.

### **1.16 CHILD TO STAFF RATIOS**

We are required by law to maintain certain child/staff ratios.

Age of Children	Maximum number of children to be cared for by one qualified staff member	Maximum number of children in a group
6 weeks – 12 months	4	8
13 – 24 months	4	12
25 – 35 months	8	16
36 – 47 months	10	20
48 – 59 months	12	24
60 months – school age	12	24
WV Pre-K	10	20

### **1.17 COMMUNICATION TOOLS**

Open and on-going communication between parents/guardians and staff is encouraged. Please check mailboxes and clipboards for messages and important information in the morning and at pick-up time. It is important to bring questions and concerns to the attention of the executive director or assistant director. Parents/guardians are responsible for notifying the center of any changes in address, telephone number, place of employment, marital status, custody of child, hospitalization, etc.

We encourage you to visit the Holy Family Facebook page and Website for on-going center communication.

**Daily Communications** – daily notes from the center staff will keep you informed about your child’s activities and experiences at the center for infants through two years of age.

**Bulletin boards** – located outside of each room, provides classroom flexible schedule, lesson plans and current events taking place.

**Newsletters** – monthly newsletters provide center news, events, announcements, etc. These newsletters are available on the center’s website ([holyfamilychildcarecenter.com](http://holyfamilychildcarecenter.com)) or by requesting a copy from the office.

**Parent Resource Board** – our parent resource area provides a leaning environment for parents/guardians to share opinions, ideas and experiences and increase their understanding of learning and development.

**Family visits** – family participation is encouraged. Visit our classroom, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for safety and protection of our children. The sign-in clipboard is located in the office.

**Conferences** – parent teacher conferences occur twice a year (spring and fall). During these conferences, we will discuss your child’s strengths, likes and dislikes, and styles of learning in a private setting. We will work together to set goals for your child’s growth and development. You may request additional conferences regarding your child’s progress at any time. We encourage you to communicate any concerns.

## **1.18 BASIC RIGHTS**

HFCC&DC shall ensure that parents/guardians have access to a copy of the West Virginia DHHR Child Care Center Licensing Regulations. Parents/guardians have a right to report to the Secretary any complaints about compliance with the provisions of the code and the requirements of the rules.

## **1.19 GRIEVANCE**

At HFCC&DC, we believe that children benefit most when parents/guardians and the center work together. Therefore, we strongly encourage open communication between parents/guardians and the staff on a daily basis. In the event that you have a concern about your child’s care, please see your primary care provider right away. We will attempt to resolve any problems at this level within a two-week period of time. Most matters should be settled at this level.

It is the desire of HFCC&DC that families should have an opportunity to present their concerns regarding their child’s care and to appeal decisions regarding the policies through a grievance procedure. The recommended steps in the grievance procedure are:

- Discussion with the executive director or assistant director.
- Formal written grievance to the executive director.
- Formal written grievance to the board of directors.

Grievances may be resolved at any step in the process. It is expected that parents/guardians using the grievance procedure will utilize the above steps in allowing a one-month period for the procedure to be resolved or addressed at the board of director's level.

## **SECTION 2 CURRICULA & LEARNING**

### **2.1 STATEMENT OF PURPOSE**

We offer programs for infants, toddlers, twos, preschool and pre-kindergarten age children. The goals and objectives for each of these programs are listed below.

### **2.2 PROGRAMS**

The program at HFCC&DC will focus on five major areas of development: social/emotional skills, language skills, cognitive skills, motor skills, and creative expression. A schedule for daily activities and a weekly lesson plan is available for each age group. Activities will include academics, special projects, field trips, etc. Each classroom follows a consistent schedule that joins routines such as eating and resting with learning activities. Outdoor and large motor activities are always included in the daily routine. Children will develop a variety of skills such as singing, listening, building, sharing, reading, discovering, negotiating, problem-solving, role playing, counting, and sorting.

The children will be grouped by age and developmental level. Expected entrance date into kindergarten will also be considered. Activities and learning expectations will be adjusted to the age, maturity, and abilities of the children in the group. The center serves children with special needs by consulting parents/guardians, appropriate professional health consultants, and staff members to develop lesson plans (including sufficient staff and equipment) that encourage growth for each individual child.

#### **Infants**

The infant program is for children between the ages of six weeks and nine months with the capacity of eight infants. The program follows your child's established schedule. Each baby is assigned to one teacher as a primary caregiver. This allows the teacher and children to form deep, enduring relationships. That teacher partners with the child's family and facilitates the child's relationships with the other children and adults in the setting. Two infant care teachers may work as a team, with each taking primary responsibility for certain children and using the other as back-up when necessary. Each baby has his/her own crib and eats in a highchair when developmentally ready. Weekly lesson plans include enjoying floor time and outdoor time traveling in a stroller to the playground. Stories are read to the children and music is played for their listening enjoyment.

#### **Wobblers & Toddlers**

This program is for children nine months to 24 months with the capacity of eight children in each group. Each child is assigned to one care teacher as a primary caregiver. This allows the teacher and children to form deep, enduring relationships. That teacher partners with the child's family

and facilitates the child's relationships with the other children and adults in the setting. Two teachers may work as a team, with each taking primary responsibility for certain children and using the other as back-up when necessary. The children have floor play, eat in low highchairs, sleep on low cots, have art experiences, hear stories, sing and dance, and enjoy outdoor playground activities.

### **Two-year-old Class**

This program is for children 24 to 36 months of age with the capacity of 12 children. The program is comprised of specific long-term and short-term goals, taking into consideration the changing needs, interests and special characteristics of the children and their families. Within our goals are target objectives based upon West Virginia Early Learning Standards and Creative Curriculum to ensure the children learn about themselves, their feelings, communicating, moving, and doing and to acquire thinking skills. All of our program goals and objectives work towards supporting families in their role as primary educators of their child.

### **Preschool Care**

Children age three and four, two years prior to entering kindergarten, are in classrooms on the second floor of the facility. These classrooms are identified as Preschool 1, with the capacity of ten students, and Preschool 2, with the capacity of eight students. These programs follow a weekly lesson plan and use Creative Curriculum. Creative Curriculum is a play-based curriculum with activity centers that include dramatic play, sand and water, art, toys and games, blocks, library, discovery, music and movement, cooking and computers. It is teacher facilitated and flows on child-choice. An after-lunch rest period, snack, and choice of play round out the day. Progress reports are given at parent teacher conferences which are offered twice a year.

### **Pre-Kindergarten Class**

HFCC& DC is joined in a collaborative effort with the Ohio County School System in providing two pre-kindergarten classes in our center. These classes are for children who will enter kindergarten within one year. A variety of pre-kindergarten experiences will be offered by teachers who are certified by the State of West Virginia in pre-kindergarten education. The goal of the class is to support each child to reach the outcomes of the West Virginia Early Learning Standards. It is a high-quality, developmentally appropriate program designed to meet the social, cognitive, linguistic, emotional, cultural and physical needs of four year olds and three year olds as mandated by the state and federal law.

This is a free service offered to families who are Ohio County residents. The classes are in session Monday through Friday, 8:30 a.m. to 1:30 p.m. Wrap-around care is also offered to this age group Monday through Friday, 6 a.m. to 8:30 a.m. and 1:30 p.m. to 6 p.m. for a cost of \$115/week.

An additional feature of this collaborative program is that children can receive from OT, PT and speech services if needed for developmental delays.

Daily ongoing observations are documented with anecdotal notes, photographs, audio clips, and children's work samples. Parent teacher conferences are offered twice each year to review these

observations. Children are evaluated three times per year; fall, winter and spring. Evaluations include physical development and health and safety practices.

If you are interested in enrolling your child in this program, you will be required to complete all documentation required by HFCC&DC as well as documentation for the Ohio County school system.

### **Summerfest**

Our center offers a summer program for children who have graduated from pre-kindergarten or who are registered to enter pre-kindergarten in the fall of the year.

The program offers age appropriate activities including themed weeks, crafts, field trips, games, discovery and water play.

Parents/guardians can enroll for individual weeks or the entire summer, with breakfast, lunch, and snack and before and after care included daily.

A copy of this Statement of Purpose will be available to staff members and parents/guardians upon request.

## **2.3 ASSESSMENT POLICY**

The early childhood staff of HFCC&DC is trained to perform observations and assessments of young children.

Daily ongoing observations may be documented with anecdotal notes, photographs, audio clips, and children's work samples. The assessments are ongoing and track how a child progresses over time. The center staff uses the Ages and Stages Questionnaires to pinpoint developmental progress in children of nursery, wobbler, toddler and two year old ages.

The purpose of assessment is to determine what skills a child currently has and where that child may be on the developmental continuum. The information gathered will be discussed at parent teacher meetings and will be used as a guideline for weekly lesson plans. Parent teacher conferences are offered twice each year to review these observations.

Assessments will be conducted in the fall, winter and spring for all preschool and pre-kindergarten classrooms. When any assessment results in a recommendation for further or additional services, the individual assessment plan will be reviewed and appropriately updated. Changes must be reviewed and approved by the person responsible for assessment services and any other medical or professional staff involved in the assessment plan process.

## **2.4 TRANSITION**

Transition from each classroom is based on each child's individual growth, development and age. Parent/guardian consultations promote communication about each child's readiness to move to the next classroom. Parents/guardians are encouraged to visit the new classroom and

get to know the teachers prior to the move. Each child will begin visiting their new classroom prior to moving into the group. The visits will be monitored by the executive director or assistant director and adjustments made according to the child's needs. The process of transition from one class to another may be difficult and/or exciting for children and parents/guardians. The HFCC&DC staff works to make a smooth transition for everyone involved.

## **2.5 OUTINGS & FIELD TRIPS**

Weather permitting; we conduct 60 minutes of supervised outdoor play at the center's playground. Children are accounted for at all times.

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. It is the policy of HFCC&DC to present each parent/guardian a permission slip one week in advance of each trip that must be signed by the parent/guardian in order to participate on the field trip.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate or safe for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of child care programs. Proper safety seat restraint systems and the correct use of them are critically important during travel to/from the child care program during field trips.

Field trips are defined by West Virginia Child Care Center Licensing Regulations as an excursion or special outing away from the site where program activities regularly occur.

On field trips, the following regulations are met:

- Staff-to-child ratios are maintained.
- Emergency forms for each child is taken.
- Attendance is taken upon leaving the center, at the destination, and upon return to the center.
- Cell phones are used for communication to the center's office.
- The location of the field trip is posted outside of each classroom.
- Staff members are trained in CPR and First Aid.

## **2.6 ELECTRONIC MEDIA**

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing.

West Virginia Child Care Center Licensing Regulations prohibit any screen time for children under two. This includes TV, videos and computers.

Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental

goal, and limited to no more than 15 minutes per day per child ages three through pre-kindergarten.

All electronic media will be screened prior to use and will consist of non-violent and high-quality educational material

## **2.7 MULTICULTURALISM**

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

## **2.8 CELEBRATIONS**

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. Please make your child's teacher aware if you would like to share your family's holiday practices and celebrations.

## **2.9 REST TIME/SAFE SLEEP FOR INFANTS**

Infants sleep according to their own schedule and are put to sleep on their backs. Teachers directly observe infants by sight and sound at all times.

After lunch, all children participate in a quiet rest time. Children are not required to sleep and may be given quiet activities. Quiet time for naps and rest is observed from 12:30 p.m. to 2:30 p.m. daily based on the needs of the children in various age groups.

### **Safe Sleep for Infants**

In the attempt to keep our youngest children safe while sleeping and to help lower the risk of Sudden Unexpected Infant Deaths (SUIDS), the center has a written safe infant sleep policy. Any staff, substitute staff or volunteers that care for infants up to one year old are required to be trained and abide by this policy. This policy is also listed in the Administrative Manual, located in the office. Providing infants with a safe place to grow and learn is very important. For this reason, HFCC&DC has created a policy on safe sleep practices for infants up to one-year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden unexpected infant death (SUIDS). SUIDS is "the sudden death of an infant under one year of age, which remains unexplained after a thorough investigation." The staff, substitute staff, and volunteers at HFCC&DC follow the AAP safe sleep policy.

### **Sleep Position:**

- Infants will be placed flat on their backs to sleep every time unless there is a physician, practitioner or clinician signed sleep position medical waiver up to date on file. In the case of a waiver, a waiver notice will be posted at the infant's crib without identifying medical information. The full waiver will be kept in the infant's file.
- Infants will not be placed on their side for sleep.

- Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SUIDS.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in should the pacifier fall out once they fall asleep. The pacifier is the only object allowed in the crib.
- Pacifiers will be cleaned between each use, checked for tears, and will not be coated in any sweet or other solution.
- Parents/guardians are asked to provide replacement pacifiers on a regular basis.
- While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in whatever position they prefer to sleep.

### **Sleep Environment:**

- Our program will use Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.
- Crib slats will be less than 2 3/8" apart
- Infants cribs do not have drop sides
- Infants will not be placed to sleep on any couches, air mattresses, or on other soft surfaces.
- Only one infant will be placed to sleep in each crib. Siblings, including twins and triplets, will be placed in separate cribs.
- The crib will have a firm tight fitting mattress covered by a fitted sheet and will be free from loose bedding, toys, and other soft objects (i.e., pillows, quilts, comforters, sheepskins, stuffed toys, etc.) If a blanket is used, the infant shall be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest. The infant's head shall remain uncovered during sleep.
- To avoid overheating, the temperature of the rooms where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult. Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, may be used as alternatives to blankets.
- Bibs and pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing during sleep.
- Smoking will not be allowed on the premises of HFCC&DC

### **Supervision:**

- When infants are in their cribs, they will be within sight and hearing of staff at all times.
- A staff member is present in the sleeping area and will see and hear all of the children at all times.
- When an infant is awake, they will have supervised "tummy time." This will help babies strengthen their muscles and develop normally.
- Infants will spend limited time in car seats, swings, and bouncer/infant seats when they are awake.

### **Training:**

- All infant staff, substitute staff, and volunteers at HFCC&DC will be trained on safe sleep policies and practices.

- Safe sleep practices will be reviewed with all infant staff, substitute staff, and volunteers each year. In addition, training specific to these policies will be given before any individual is allowed to care for infants.
- Documentation that all infant staff, substitute staff, and volunteers have read and understand these policies will be kept in each individuals file.
- All staff, substitutes, and volunteers at HFCC&DC will be trained on first aid for unresponsive infants as well as what to do when they have a question or need assistance before they are allowed to care for infants.

**When The Policy Applies:**

This policy applies to all staff, substitute staff, parents/guardians, and volunteers when they place an infant to sleep in HFCC&DC.

**Communication Plan for Staff and Parents:**

Parents/guardians will review this policy when they enroll their child in HFCC&DC and a copy will be provided in the parent handbook. Parents/guardians are asked to follow this same policy when the infant is at home. These policies will be posted in prominent places. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in child care as well as other program health and safety practices will be shared if any changes are made. A copy will also be provided in the staff handbook.

**2.10 DIAPER CHANGE & TOILETING PRACTICES**

Holy Family shall follow a prescribed, sequential toilet training plan that is developed and coordinated with the parent’s plan for implementation in the home environment. It shall be based on the child’s developmental level.

Holy Family shall defer toilet training until the child’s family is ready to support this learning and the child demonstrated:

- A) An understanding of the concept of cause and effect
- B) An ability to communicate
- C) The physical ability to remain dry for up to 2 hours

Parents/guardians are responsible for ensuring that each child has all necessary items to keep a child comfortable, clean and dry. This includes disposable diapers, wipes, pull-ups, underwear, extra changes of clothing, socks, shoes, and a waterproof tote bag in which to transport these things from center to home.

The center will use child-sized permanent toilets to help facilitate your child’s success in this training. Portable potty chairs will not be used. Holy Family will not force a child to sit on a potty or use any form of punishment in connection with toilet training.

Timing intervals for wet diaper changes for younger children (infant up to 24 months of age) may be dictated by parents. This decision needs to be discussed and communicated with the child’s teacher. Diaper changes for bowel movements will be changed as soon as possible or immediately after the child has completed the bowel movement.

## **SECTION 3 GUIDANCE**

### **3.1 BEHAVIOR MANAGEMENT**

It is the policy of HFCC&DC to implement and maintain policies and procedures that ensure the guidance and discipline practices are constructive, educational in nature, and appropriate to each child's age and circumstances.

The behavior management plan for all children at HFCC&DC will ensure that staff members are aware of behavior issues relating to an individual child, while treating the behavior problem individually and in private. The behavior management is delegated to trained staff members who have an ongoing relationship with the child. A qualified, trained staff member is defined by the West Virginia Department of Health & Human Resources Licensing Regulations as a staff member who meets the requirements under the Department of Health & Human Resources Licensing rule for the position of executive director, assistant director, lead teacher, teacher, assistant teacher, or teaching assistant. The staff member will report to the director and the child's parent/guardian when it appears that a child is developing a pattern of unacceptable behavior.

At all times, staff members are responsible for providing guidance that is appropriate to each child's age, understanding, and circumstances. Staff members will teach by example, recognize and encourage acceptable behavior, make eye contact with the child and kneel or sit beside the child whenever possible when speaking to the child, supervise with kindness, understanding, and firmness. Staff members will define clear limits and set fair and consistent rules. It is our goal as quality care providers and early educators to help children develop self-control and to assume responsibility for their own actions. Staff members will guide children's activities in an orderly manner, prepare a child for the next activity a few minutes ahead of time, and allow for a brief transition time before beginning the new activity. We will help children avoid long waiting periods when they have nothing to do by ensuring that the environment includes materials and activities that hold their attention. Staff members will help a child feel successful at tasks and provide options if chosen tasks prove to be too difficult.

When a behavior problem arises, staff members will incorporate the following techniques:

- Redirect the child to alternative behavior or other activities.
- Encourage the child to control their own behavior, cooperate with others, and solve problems by talking things out.
- Speak so that the child understands that feelings are acceptable, but inappropriate behaviors and actions are not.
- Use appropriate time-out periods infrequently, only as necessary for behaviors that are persistent and unacceptable. It will not be used for over one minute for each year of a child's age up to a maximum of five minutes for a five year old child. Time-out may be used only for children over the age of three (3) years. It will be used by a qualified staff person familiar to the child. The staff person must explain to the child how time-out works before it is first used and be clear about the behavior that will result in time-out. The staff person will assume that time-out ends in a positive manner and helps the child explore other options that would have resulted in a different outcome.

- Ensure that during a time-out period the child is within sight and hearing of a staff member in a safe, lighted, and well-ventilated space.
- Maintain perspective about the minor misbehavior of the child and recognize that every infraction does not warrant staff attention or intervention.
- Take action that relates to inappropriate behavior and ensure that any action that is taken is without bias and in proportion to the child's act.

Staff members and other adults, which include parents, guardians, family members, volunteers, and support staff at HFCC&DC, shall not handle behavior problems by:

- Subjecting a child to physical punishment of any kind, including, but not limited to, shaking, striking, spanking, swatting, thumping, pinching, popping, shoving, spitting, biting, hair pulling, yanking, slamming, excessive exercise or any cruel treatment that may cause pain
- Putting anything in or on a child's mouth as punishment
- Restraining a child by any means other than, a firm grasp around a child's arms or legs and then for only as long as is necessary for the child to regain control
- Subjecting a child to psychological punishment of any kind, including but not limited to, ridicule, humiliation, or negative remarks about the child or the child's family, including remarks about race, gender, religion or cultural background
- Using harsh or profane language, or actual or implied threats of physical punishment
- Punishing or threatening a child in association with food, rest or toilet training
- Isolating a child without supervision or placing the child in a dark area such as a box, closet or similar confined space
- Permitting a child to discipline other children
- Punishing an entire group for the actions of one child or a few children
- Seeking or accepting parental permission to use physical punishment or other actions that are prohibited

When a child's behavior problems continue over time, the executive director and staff member(s) with delegated responsibility shall develop and implement a plan for managing the difficult behavior. HFCC&DC will ensure that when possible, a parent/guardian participates in the development of the plan and, in all cases, the center shall provide the parent/guardian with a copy of the completed plan and regular written reports of the child's progress. When necessary and appropriate, other professionals will also participate in the development and implementation of the plan and, when necessary, receive written reports of the child's progress. Staff members will cooperate in implementing the plan and keep on file at the center a copy of the plan, a record of the steps taken during implementation, and the child's progress in meeting the goals of the plan.

### **3.2 NOTIFICATION OF BEHAVIORAL ISSUES TO FAMILIES**

If a child's behavior/circumstance is of concern, communication will begin with the parents/guardians as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

Behavioral problems not resolved through our behavioral management policy may also result in the discharge of a child. Because parents/guardians are involved from the beginning in the behavior management process, they will certainly be informed in advanced when the center requests the discharge of a child for behavioral reasons, except in cases of emergencies or investigations related to child abuse and neglect.

## **SECTION 4 TUITION & FEES**

### **4.1 TUITION SCHEDULE**

- 6 weeks-2 yrs.: \$185/week
- 2 yrs. : \$175/week
- Preschool 1 - PreK: \$165/week
- For fees associated with the WV Pre-K program please see the sub-section entitled "WV Pre-K"
- Registration Fee: \$50 per child (non-refundable)
- Key Cards: \$5 (non-refundable) for the first two cards-fees for these cards increase to \$10 each thereafter.

### **4.2 TUITION PAYMENT CHOICES**

Parents/guardians have three choices of when to pay your tuition for your child's care. Parents/guardians may choose to pay weekly, bi-weekly, or monthly payments. Weekly payments are due on **Monday in advance** of each week. Bi-weekly payments are due on **Monday in advance** for the following two weeks. Monthly payments are due on the first **Monday in advance** for the following month. If Monday should fall on a holiday in which HFCC&DC is closed, the payment will be due the next day on Tuesday. You will receive a weekly statement of your account in your child's mailbox. Please pay close attention to this statement and if you have any questions, please refer them to the executive director.

### **4.3 SIBLING DISCOUNTS**

A family will receive a 10% per week discount on the least expensive tuition payment if there is more than one child enrolled with HFCC&DC. In other words, if the family has a three year old enrolled at the center at the cost of \$165.00 per week and a one year old at the cost of \$185.00 per week; the discount will be assessed on the \$165.00 per week tuition amount.

#### **4.4 VACATION POLICY**

Families are expected to pay the regularly scheduled tuition payments for any time missed due to vacations. Please inform the executive director or assistant director of any scheduled vacations so that staffing and food service arrangements can be changed accordingly.

#### **4.5 CHILD CARE INCOME TAX CREDIT**

HFCC&DC will be happy to assist you in receiving your yearly tax credit for child care. This will reduce your actual cost of care. You will automatically receive an annual receipt by the end of January for monies paid in the previous year. It will include all necessary information needed to complete your income tax forms.

#### **4.6 CREDITS & REFUNDS**

No refunds or credits will be granted for days missed. Tuition is the same regardless of days missed or holidays. Think of this as a weekly commitment for your child, not in terms of days of attendance. This is because our staffing and other operational expenses are based on fixed enrollment levels and must be met on a continuing basis. Few of the operating costs of this facility are eliminated when a particular child is absent. Furthermore, any time that your child misses due to an emergency closure of the facility, will not entitle the family to a credit or refund of any nature due to the closure, for whatever reason that the facility must be closed. Emergency closures are usually done for the protection and benefit of your children as well as the staff members at the facility. "Emergency closure" is defined as any closure that the executive director and/or the board of directors deems necessary, in their sole discretion, to maintain the integrity of the center and to fulfill its mission of providing a safe and nurturing environment for your children.

#### **4.7 RETURNED CHECK POLICY**

An additional fee of \$30.00 will be assessed to your account for any check returned to us for insufficient funds. If we have not received full payment in cash within 10 days of notifying you of this debt, we will file a "Worthless Check Warrant" to the Magistrate Court to recover the amount due. If HFCC&DC is required to pursue such action to collect this debt, the person who wrote the returned check shall be responsible for all court costs. Be advised that all bad check debts will be recovered through this check recovery procedure with the Magistrate Court.

#### **4.8 OVERDUE PAYMENTS & DISMISSAL**

If at any time your account balance exceeds **TWO WEEKS OF NON-PAYMENT**, your child will be dismissed and you will lose your child care service. If you find your account approaching this dismissal stage, please see the executive director to discuss the situation.

#### **4.9 COLLECTION OF DELINQUENT ACCOUNTS**

If your service is discontinued because of an unpaid balance, then be advised that all bad debts will be turned over for collection to our contracted collection agency or judgment may be sought

through the court system. HFCC&DC may seek to attach wages. At this point, all payments must be directed to the contracted agency and not to the center.

#### **4.10 LATE PICK-UP POLICY**

The center closes at 6 p.m. Two staff members will be scheduled to be available to be with your child only until 6 p.m. After 6 p.m., the staff will be on overtime. The fee payment of \$20.00 per quarter hour or any increment thereof per child will be invoiced to your account if your child is not picked up by 6 p.m.

#### **4.11 WITHDRAWAL POLICY**

A one week written notice is required for the withdrawal of your child from the center. If your child's last day is in the middle of the week, your regular tuition for the week will apply. All accounts must be paid in full as of the child's last scheduled day. Please turn in your written withdrawal notice in the office.

#### **4.12 PAYMENT LOCATION**

All payments and communications can be made in the office. Checks and money orders can be placed in the payment box outside of the office. Cash payments are also accepted, preferably in person. A receipt will be created immediately for any cash payment made.

#### **4.13 WV PRE-KINDERGARTEN & WRAP-AROUND CHILD CARE**

HFCC&DC is proud to be a collaborative partner of WV Pre-K through the Ohio County School System. This program is offered 8:30 a.m. to 1:30 p.m., Monday through Friday. As a full-service child care center, HFCC&DC also provides wrap-around care for the times that the children are not participating in the WV Pre-K program. The fee for the wrap-around care is \$115.00 per week. Students not enrolled in the wrap around care program are not permitted to be on the center premises earlier than 8:25 a.m. and must be picked up by 1:35 p.m. The fee for any child arriving early or picked up late is \$20 per quarter of an hour or any increment thereof.

The fee schedule for those enrolled in the WV Pre-K program during the periods that this program is not being offered, namely Easter, Christmas and summer breaks, is \$165 per week if attending. In the event of an Ohio County School System closure, the following will apply: children enrolled in the WV Pre-K program only, \$35 per day (if attending) and children enrolled in the Pre-K and wrap around care program, \$18.50 per day (if attending).

#### **4.14 FUNDRAISING**

Parents/guardians are asked to support fundraisers and to volunteer to help the center to complete various projects. We do all we can to keep the cost of tuition reasonable and you can help by assisting the center in volunteering your time. We appreciate your help.

## **SECTION 5 ATTENDANCE & WITHDRAWAL**

### **5.1 ABSENCE**

If your child is going to be absent or arrive after 8 a.m., please call us at 304-242-5222. We will be concerned about your child if we do not hear from you.

### **5.2 WITHDRAWAL**

A one week written notice is required for the withdrawal of your child from the center. If your child's last day is in the middle of the week, your regular tuition for the week will apply. All accounts must be paid in full as of the child's last scheduled day. Please turn in your written withdrawal notice to the office.

### **5.3 TRANSFER/PHOTOCOPY OF RECORDS**

If your child is transitioning to a new school, or if you need photocopies of records from your child's file, a written request of what is requested and instructions to where the records should be sent is required. A fee per page will be charged for this service.

### **5.4 WEATHER/EMERGENCY CLOSINGS**

To provide for the protection of the persons and property at HFCC&DC in the event of a natural or man-made emergency or disaster, HFCC&DC has an emergency operation plan in place. A copy of the plan is located by each exit. A copy of the plan will be provided upon request to any parent/guardian of each child at the time of the child's enrollment in the center and when the plan is updated.

At times, emergencies such as severe weather, fires, or power failures can disrupt HFCC&DC's hours of operation. The executive director will make the decision to close HFCC&DC and is responsible for notifying the proper authorities.

If an emergency arises during working hours and the decision is made to close HFCC&DC, parents will be notified and appropriate numbers of staff will remain on duty until children have been dismissed. If it is necessary to close the center for an emergency, parents/guardians will be notified by telephone when possible and/or will be informed by announcement on television and Internet sites (WTRF Channel 7, WTOV Channel 9, and Facebook) and the Remind one-way text messaging system.

In case of building evacuation, the children will be taken to the Good Shepherd Nursing Home 159 Edginton Lane, Wheeling, WV 26003, 304-242-1093 until they can be picked up or the emergency is over. Parents/guardians will be informed by telephone contact after the move to the Good Shepherd Nursing Home. If the safety of children and staff would be compromised by evacuating to the nursing home, then the alternative evacuation site will be Triadelphia Middle

School. Emergency Transportation will be provided by the Ohio County Emergency Management office.

As provided for under Section 4 above under the subsection entitled “Credits and Refunds”, any time that your child misses due to an emergency closure of the facility will not entitle the family to a credit or refund of any nature due to the closure, for whatever reason that the facility must be closed. This includes all closures deemed necessary under this section as well as any other closure not specifically stated in this section that the executive director and/or the board of directors deems necessary, in their sole discretion, to maintain the integrity of the center and to fulfill its mission of providing a safe and nurturing environment for your children.

## **5.5 EMERGENCY/EVACUATION PLAN**

HFCC&DC has created and implemented safety and emergency operating procedures in accordance with the requirements of the Child Care Licensing Regulations issue by the State of West Virginia. The Emergency Procedures Manual is located in the main office and copies are located by all exit doors. Anyone wishing to review the manual may do so by requesting to do so in the main office. The manual cannot be removed from the main office or an area designated by the main office. A copy of the Emergency Management Plan will be provided to parents upon request.

## **SECTION 6 DROP-OFF & PICK-UP**

### **6.1 GENERAL PROCEDURE**

We open at 6 a.m. Please do not drop off your child prior to the 6 p.m. opening. Parents/guardians are expected to accompany their children into the center, put items in designated area of their classroom and sign them in.

We close at 6 p.m. Please allow enough time to arrive, sign your child out, and leave by closing time.

### **6.2 AUTHORIZED & UNAUTHORIZED PICK-UP**

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization on a completed Pick-up Permission Form. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after one hour we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

### **6.3 RIGHT TO REFUSE CHILD RELEASE**

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

### **6.4 SECURITY**

For the safety of the children and staff at the facility, HFCC&DC uses a secure entry system. Anyone coming to the door without a security key card must ring the bell and wait to be buzzed in or met by the executive director, assistant director or floor coordinator.

#### **Security Proximity Key Card**

All families enrolled at HFCC&DC must use a proximity key card to enter the building. The security system has been put into place to help keep your child safe in your absence. The security system is not designed to limit your ability to monitor your child's day, but for the purpose of keeping all persons in the center safe. Please continue to feel free to follow-up on your child's experiences while at the center.

- Up to two cards will be supplied to your family for parent/guardian use only. Your proximity key card cannot be used by anyone else. You may fill out a key card agreement form, if you wish to purchase a proximity key card for another person to use.
- If someone else is dropping off or picking up your child, they must use the intercom to gain access into the building. The proximity key card is not valid identification. They must show a photo ID to staff before entrance is permitted into the building. Alternative Pick-Up Permission Form must be filled out for someone, other than you, to pick up your child.
- There is a \$5 per card fee for the first two key cards. If your key card is lost, stolen, or must be replaced due to damage, there will be a fee of \$10 for each additional card. Lost or stolen cards must be reported to the main office immediately. Lost, damaged or stolen cards will be deleted from the system. Additionally, if you require more than two key cards, any additional key card will cost \$10.
- Do not write on or damage the card in any way. Your proximity key card(s) must be returned upon withdrawal from the center.
- Do not let anyone into the center. The security system is only as good as we make it. We must work as a team to achieve maximum effectiveness of this system.

## **Security Door Instructions**

- Place your proximity key card near the white card reader with the amber light. When the light changes to green, open the door. You will have approximately five seconds to open the door.
- If the light does not change to green, please try your proximity key card again.
- If you are still unable to open the door, please press the intercom button for assistance. Do not press the intercom button to speak once you have buzzed for assistance, just speak toward the intercom in a clear voice. Please notify the main office that your proximity key card did not activate the door.

## **6.5 VISITORS**

To provide for the safety and security of children, employees, visitors, and the facilities at HFCC&DC, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects the children, safeguards employee welfare, and avoids potential distractions and disturbances.

Parents/guardians are encouraged to visit the center for and to participate in activities with their children. Parents/guardians who wish to participate in activities must park in the lower lot. The center maintains an open-door policy; however, all visitors must enter through the main reception area and be admitted by any administrator that is on duty. They are to identify themselves and sign the visitor's log. A valid driver's license or some other governmentally issued photo identification will be required. Visitors, such as volunteers, therapists, student teachers, will be required to sign in and out of the center.

All visitors must enter through the main reception area and be admitted by the executive director, assistant director or floor coordinator on duty. Authorized visitors will be escorted to their destination and must be accompanied by an employee at all times. Only authorized adults will be permitted to speak with the children or take a child from the premises.

## **6.6 PARKING**

Convenient, temporary parking is available at the center's entrance for families with young children who are not yet walking. Reserved parking for all parents is available in the designated spaces located in the lower parking lot to the side of the building. In order to keep traffic from backing up in the driveway, we ask that you stopover briefly when you park at the center's entrance. Double-parking and blocking of the driveway entrance or exit is prohibited. For visits longer than five minutes, use the parking lot located next to HFCC&DC. Please be considerate of others and model appropriate behavior for all of the children by treating others as you would like to be treated in this less than desirable parking situation. In addition, we ask you to comply with the following recommendations:

- For safety reasons, never leave your car engine running while it is unattended.
- Please drive slowly. Often children and adults cross the roadway near HFCC&DC and the Good Shepherd Nursing Home.

## 6.7 PERSONAL BELONGINGS

Parents/guardians are asked to take their children's backpacks and other belongings to the second (upstairs) floor (if applicable) when they sign-in their child in the morning. Teachers are responsible for taking children upstairs at 8 a.m. and cannot safely lead the children upstairs and also transport all of their belongings. Your cooperation helps us keep your children safe.

### Items to Bring

- Diapers (if needed)
- Wet Ones (if needed)
- Change of clothing (pants, shirts, underwear, socks, shoes)
- Bibs/messy shirts
- Blankets
- 1 box of cereal (un-opened) when baby is ready (if the parent has opted out of the center's food program). Please label with child's name and date.
- Jars of baby food (un-opened) when baby is ready (if the parent has opted out of the center's food program). Please label with child's name and date.
- Binky/pacifier (if needed). Please label with child's name.
- Capped bottles—first and last name; what type of formula; date or breast milk with first and last name, date expressed, date frozen if applicable, and date received at the center. Caps must be labeled with first and last name also.
- Sun screen, lip balm and hand lotion, if desired. Please label with child's name and date.
- Sheet for napping cot (crib size)
- Toothbrush, Please label with child's name.
- Toothpaste (2 yr. old and up). Please label with child's name.
- Back packs (if needed)
- Folder (if needed)
- Tissues (if needed)

**Infants:** enough clean bottles for a day's use, at least six diapers per day, and at least two changes of clothes per day. All bottles and caps must be labeled correctly.

**Wobblers/Toddlers:** enough clean bottles for a day's use (if applicable), six diapers and at least two changes of clothing per day. All bottles and caps must be labeled correctly.

**Two Year Olds:** at least two changes of clothing or more per day if going through the toilet training program.

**Preschoolers:** at least one change of clothes, socks and shoes.

Please label all items brought from home with your child's name (i.e. clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and every Friday. Please return them to the center on Monday for the care and comfort of your child.

Children should be dressed in comfortable clothing that is appropriate for the weather. Floor activities and play experiences are sometimes messy. Staff cannot be responsible for stained clothing. All children should have at least one change of seasonally-appropriate clothing, a jacket and hat for the season, and a change of socks and shoes. All items must be labeled with the child's name.

## **6.8 CUBBIES AND MAILBOXES**

Upon enrollment, each child will be assigned a "cubby" and/or a mailbox. Both are labeled with your child's name. Please check your child's cubby and mailbox on a daily basis for items that need to be taken home

## **6.9 LOST AND FOUND**

You can look for lost items and bring found items to the office. Please note that we are not responsible for lost personal property.

## **6.9 TOYS FROM HOME**

Please refrain from bringing toys from home, except on Show and Share days.

These toys can be a real distraction from the daily routine. Also, these toys cause many conflicts with other children and we are concerned about these items being lost or broken.

We have many, many appropriate activities planned for your child throughout the day. They will be learning while having fun, without toys from home. If the toys are helpful for your transition from home to the center, we ask that you leave the toys in your vehicle before coming into the center.

See your child's teacher for the classroom Show and Share schedule.

## **6.10 SIGNING IN/OUT**

The parent/guardian or responsible adult who is providing transportation to/from the center must sign the child in and out. The sign-in sheets are legal documents and need to have a parent/guardian signature on them. Please complete each line in full each day. Only authorized adults with parent/guardian's written consent will be permitted to take children from the center. Photo ID will be required of anyone unknown to the staff on duty.

## **SECTION 7 NUTRICIAN**

### **7.1 FOOD PROGRAM**

HFCC&DC participates in the Child & Adult Care Food Program (hereinafter “CACFP”) administered by the West Virginia Department of Education. This program mandates that HFCC&DC follow meal requirements established by the United States Department of Agriculture (“USDA”). Breakfast shall include milk, a fruit or vegetable and grains or bread. A meat or meat alternative can be served in place of a grain for breakfast only three times in a week. Lunch shall include milk; meat or meat alternate; grains or bread; and two (2) different servings of vegetables or a vegetable and fruit. Snack shall include at least two (2) of the following five (5) groups: milk; meat or meat alternate; grains or bread; fruit; and vegetable.

HFCC&DC will only serve items listed on its monthly menu except that it will follow written direction provided by the parent or a licensed health care provider about a child’s special dietary needs, including special needs because of a medical condition or allergy. HFCC&DC will ask parents to provide a special dietary need plan from the licensed health care practitioner stating any foods to be avoided, any foods to be substituted, and any need for special utensils. HFCC&DC shall ensure that no more than four hours elapse between meals and snacks, unless a child is asleep. HFCC&DC staff members will encourage a child to eat the food served, but will not coerce or force feed a child.

All meals and snacks will be served in a setting that encourages socialization, where the children and staff members are seated when eating. Staff members will provide supervision and model positive eating behaviors and social interactions.

A monthly menu for breakfast, lunch and snack can be found on the center’s website. A printed copy of the menu will be provided upon request. A copy of the monthly menu is posted in the foyer. HFCC&DC will follow written menus as planned and write any changes on the posted menu in the foyer. To assure each child receives healthy, freshly-prepared nutritionally balanced meals; our center does not allow foods to be brought from home.

An exception to the guidelines of this food program is the WV Pre-K program. Children enrolled in this collaborative program through Ohio County Schools are considered enrolled in public education by the West Virginia Department of Education. Because a child is enrolled the county public education system, the parent/guardian cannot be forced to pay a meal bill by that system. Therefore, these WV Pre-K students have the option to bring their breakfast and lunch from home. In order to bring meals from home, parents/guardians are asked to practice healthy, nutritional guidelines that support positive growth and brain development for young children. HFCC&DC will feed children twelve months of age and under according to a plan developed in consultation with the parent/guardian and may include advice from the child’s licensed health care provider. HFCC&DC shall offer solid foods to infants four months of age and younger only upon the recommendation of the parent and/or licensed health care provider.

When a child is being breast fed, HFCC&DC will ensure that the child's plan makes a provision for the mother to provide sufficient portions of breast milk or an alternative to satisfy the child throughout the day. HFCC&DC will not give commercial formula to the child receiving breast milk without written permission from the mother. Until a child is able to hold a bottle securely, HFCC&DC staff members will hold the child while bottle feeding. When a child is no longer being held for feeding, HFCC&DC staff shall ensure that seating is age-appropriate and shall not prop bottles or allow the child to carry a bottle while moving about or walking.

HFCC&DC will store perishable food, formula and expressed breast milk in the refrigerator. Parents/guardians are required to clearly label each bottle of formula with the child's name, contents and the date received. Parents/guardians are required to clearly label each bottle of breast milk with the child's name, date expressed, date frozen if applicable, and date received. All bottles of formula or breast milk will have caps on them during storage. Parents/guardians are required to provide these caps and label them with the child's name. Staff members will wash their hands with soap and warm running water for at least twenty seconds prior to preparing a bottle. All frozen breast milk will be thawed in the refrigerator or under cold running water and will not be refrozen. Staff members will not use a microwave oven to warm a bottle of formula or breast milk and will not give any formula or breast milk to a child that is not labeled. Any unused breast milk will be discarded after each feeding. HFCC&DC will not accept previously opened baby food containers.

HFCC&DC will ensure that drinking water is available to children and staff members and is freely accessible at all times to a child thirteen months of age and over. HFCC&DC will ensure that a single service drinking cup is discarded after one use and/or that a non-disposable cup or glass is washed and sanitized after each use, except that glasses may be refilled with water for second servings during breakfast, lunch or snack.

We will assume that all children will attend five days each week. If your child's schedule will not be five days each week, we ask that you call the center with your schedule changes by 8:00 a.m. We will adjust the meal orders according to your reporting your child off. Your cooperation with this policy will assure that we have that correct amount of food for all of the children and help keep our operational costs reasonable.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) MAIL: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) FAX: (202) 690-7442; or
- (3) EMAIL: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **7.2 FOODS BROUGHT FROM HOME**

We request that you do not bring food from home into our center unless your child is enrolled in the WV PreK classrooms for meals (see prior section).

If wanting to bring food items in for a special occasion, it is permitted under the following conditions:

- Perishable food to be shared with other children must be made in a commercially licensed facility and in its original package, with an ingredient label attached.
- Special dietary needs must be met for the classroom (see office to check if there is a special dietary need).
- Foods must be labeled with the child's name and date.
- Leftover food will be discarded.

## **7.3 FOOD PREPARED AT THE CENTER**

Food prepared at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program and the regulatory agency requirements for food service.

## **7.4 FOOD ALLERGIES**

If your child has a food allergy, you must notify us in the office and a Special Dietary Need form must be completed before we can make appropriate substitutions. The form must list the food allergen and the appropriate food substitution and must be updated annually by the licensed health care provider.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed the by the child's licensed physician. Please see the office for the appropriate forms needed.

## **SECTION 8 HEALTH POLICIES**

### **8.1 PHYSICALS/IMMUNIZATIONS POLICY**

Before a child can attend HFCC&DC for child care services, the parents/guardians of the child are required to provide a record of immunizations or a plan for completion signed by the child's licensed health care provider, along with a copy of the child's most current physical. The center follows the West Virginia Child Care Centers Immunization Guidelines provided by the Immunization Program.

Any time your child gets a physical or immunizations, we need a copy for our records. All West Virginia child care centers are required to keep updated files of each child's wellness visits and immunizations.

### **8.2 ILLNESS**

The Department of Health and Human Resources does not permit child care centers without proper facilities and staff to care for sick children; therefore, children who arrive at the center sick, or become sick at the center, will be sent home. Emergency contacts will be used for picking up a sick child if parents cannot be reached.

Children displaying one or more of the following symptoms will be sent home and will not be permitted to return to the center until (a) a licensed health care provider advises in writing that they do not have a communicable disease, or (b) the child is free of symptoms for 1 full day:

- Fever with stiff neck, lethargy, irritability, persistent crying, or inability to participate in activities.
- Vomiting two times, or with signs of dehydration (such as dry lips or no urination).
- Diarrhea two times, or with signs of dehydration.
- Temperature of 100 degrees or higher.
- Rash for more than one day.
- Red, inflamed eyes, yellow matter in eyes.
- Thick, cloudy or colored nasal discharge.
- Mouth sores with drooling.
- Infestation, such as scabies, head lice, and nits (the child must remain out of the center for one full day and be treated with a lice-killing shampoo. Upon the second occurrence, the child must remain out for two days and be treated again. Each occurrence thereafter, the child must remain out of the center for one full week (five business days), again being treated. Each time the child returns to the center, a qualified administrator member must examine him or her for nits (eggs) and lice. The child must be found to be completely free of both nits and lice to be able to stay that day.
- Persistent abdominal pain or intermittent pain with other signs such as fever.

- Difficulty in breathing.

HFCC&DC shall exclude a child from the center when the child has a serious communicable illness or has any of the following:

- Diarrhea and blood or mucus in the stool.
- Contagious signs of pertussis, measles, mumps, chicken pox, rubella, or diphtheria.
- Streptococcal infection until treated with antibiotics for one (1) full day.
- Pink eye with yellow or white discharge until treated with antibiotics for one (1) full day.
- Untreated tuberculosis.
- Other conditions determined by a licensed health care provider to show evidence of a communicable illness.

The child may return to the center after a statement from the child's physician or other licensed health care provider states that the child poses no health risk and is well enough to participate in all center activities.

During the course of an identified outbreak of any communicable illness, the center shall exclude the child if a licensed health care provider determines that the child is contributing to the transmission of the illness. When a licensed health care provider excludes a child because of a communicable illness, HFCC&DC shall readmit the child only after the child's parent provides a signed statement from a licensed health care provider that the risk of transmission is no longer present and the child is well enough to participate in center activities.

When a child has been diagnosed with a vaccine-preventable communicable disease, HFCC&DC shall exclude the child who has not been immunized against the disease until a licensed health care provider determines that a risk of disease transmission has passed.

After receiving a signed statement from a licensed health care provider that the child poses no health risk to the children at the center, the center may permit the child to remain at HFCC&DC.

Please notify us if your child has a communicable illness, so proper care can be given to avoid the spread of the illness to other children, parents, and staff. Parents/guardians will be notified if a communicable disease is present, so they know what to look for in their children. To keep you informed of communicative illnesses, we will post such information on the front door.

### **8.3 MEDICINE**

Families are asked to arrange with their child's health care provider to schedule medicines at times that do not include the hours the child is in the center to the greatest extent possible in order to alleviate the extra burden on staff created by the administration of medications and to alleviate any potential safety hazards created by medication being present on the premises of the center.

All non-prescriptive medicines, including ointments, creams, lotions and powders, and prescriptive medicines must:

- Have a written order (the Permission to Dispense Medication form) from the child's licensed health care provider. In no case will the staff at HFCC&DC administer any medicines, including ointments, creams, lotions and powders on an "as needed" basis. Specific instructions need to be included on the Permission to Dispense Medication form.
- Have labels with the prescription number, name of medicine, date filled, name of health care provider, child's first and last name, specific legible directions for administration and storage, and expiration date, or be in the original non-prescription container labeled with the child's first and last name.

Medicines are to be given to your child's teacher so it is out of the reach of children. Under no circumstances will any child be permitted to carry in their possession any medication, ointment, cream, lotion, powder, or lip balm while at the center. Each non-prescriptive and prescription medication must be accompanied by a completed "Permission To Dispense Medication" form that is completed by the child's health care provider and signed by the parent/guardian. The "Permission to Dispense Medication" as completed by the health care provider is valid at most for a period of thirty (30) days. If the medication, ointments, creams, lotions and powders are required for a longer period of time, a new form must be completed. The only exception to this rule is non-prescription diaper rash ointments/lotions/salves and hand lotion which will be valid for a period of one year. The parent/guardian is to complete the parent/guardian's section of the medication consent and log form each day that the medication is to be administered.

All medication must be stored in the locked cabinets or sealed, plastic containers that are inaccessible to children, away from food, and refrigerated or un-refrigerated according to the instructions on the prescription, order, or label. Sunscreen, diaper ointment and hand lotion are exempt from being stored in a locked container, but shall remain inaccessible to children.

Only those staff members who have completed the required medication administration training shall administer medication. The following schedule will be followed:

- If your child needs his or her medicine once or twice a day, HFCC&DC will not administer.
- If your child needs his or her medicine three (3) times per day, we will administer one (1) dose.
- If your child needs his or her medicine four (4) times per day, we will administer two (2) doses.

All medication administrations are kept in a medication log that is cumulative and is completed in ink by the staff member who administers the medication. It will include the child's name, date and time of administration, the name and dosage of the medication, the child's reaction, if any, and the name of the staff who administered it. We will not administer medicine after expiration date. When your child no longer needs the medicine or if it has expired, we will make documentation of its' return to you.

If a child has a chronic health condition that requires specific attention or has the potential to become a medical emergency, Holy Family will require a medical plan of care.

HFCC&DC may allow a child to self-administer asthma medication, emergency allergy medication, insulin, other injected medication, or other emergency medication with written

permission from the child's parent/guardian and licensed health care provider. When the child self-administers medication, qualified staff members will keep a written record of the administration in the medication log. Parents/guardians may come to the center during the normal operating hours to administer medications to their child. A written documentation will be made by the staff that the child was given medication by the parent/guardian. The child is to be signed out on the daily attendance sheet before the medication is given and signed back in afterwards.

HFCC&DC will insure if and when a medication error is made, the staff member who makes the error informs the executive director and the parent of the child affected by the error. A medication error is a "serious occurrence" as that term is defined by the West Virginia Child Care Center Licensing Regulations. In accordance with the provisions of those regulations, the executive director will contact the parent/guardian or parent/guardian's authorized designee of the child affected by the error, verbally report the occurrence within twenty-four (24) hours or by the next work day to the DHHR Secretary and a serious occurrence report will be completed. The child will be observed for any reaction to the error and the directions of the parent/guardian and/or licensed health care provider will be followed. The error will be documented on the medication log.

#### **8.4 INJURY**

In the event that a child receives a minor injury at the center, first aid will be administered and a written report will be given to the parent/guardian at pick-up time. It is to be signed and one copy is to be returned to the office. If a child is seriously injured (ex. severe cut, broken bone, etc.) and requires transport to an emergency facility, the 911 call will be made and the parent/emergency contact will be called. The child will be transported upon arrival of the emergency response team to the emergency facility listed on the emergency card file. The center will send a staff member and the child's file with the child and remain with the child until the parent/guardian or emergency contact arrives. The injury report will be completed and given to the parent/guardian to be signed at the earliest possible convenience.

Each classroom is equipped with a first aid kit meeting the state regulations.

#### **8.5 ORAL HEALTH**

Good oral hygiene is as important for a six-month-old child with one tooth as it is for a five-year-old with many teeth. Tooth brushing and oral health activities at the center are important for children to develop the skill of proper tooth brushing and necessary plaque removal, as many of our enrolled children eat most of their meals and snacks during the child care day.

Each family is asked to provide an age-appropriate toothbrush and toothpaste labeled for their child who is over the age of 25 months. Tooth brushing is part of each child's daily self-care routine.

To further support good oral health, sippy cups and bottles are only given to children at mealtimes during the day. A pacifier may be offered to a child for comfort at naptime, with

parent/guardian's permission. Juice is not offered to children at HFCC&DC. Our center offers freshly prepared breakfast, lunch and snack each day, per the USDA's Child & Adult Care Food Program guidelines. These foods are low in sugar content, this supporting good oral health.

The center's oral health plan also provides for staff training in oral health concepts by the West Virginia Child Health Educator.

The center collaborates with the Ohio County Schools Dental Hygienist to teach dental health to children and staff members. We also partner with a local pediatric dentist to visit the center annually and present fun activities for the children to learn about good oral health.

## **SECTION 9 SAFETY**

### **9.1 CLOTHING**

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution. Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

### **9.2 EXTREME WEATHER & OUTDOOR PLAY**

Outdoor play will not occur if the outside temperature is greater than 90 degrees or less than 40 degrees.

### **9.3 COMMUNAL WATER-PLAY**

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Level I Water Activity is defined as any activity occurring in or near water eighteen inches deep or less. HFCC&DC includes water play in many daily plans. Classroom water play is contained in plastic tubs and less than four inches of water will be used. Staff-to-child ratios are always maintained with water play. Children learn many concepts and skills with water play including pouring, measuring, wet and dry, and cool and warm. In addition, water play can be a very calming and soothing sensory experience for the children.

During the warm weather months, outdoor water play will be scheduled in daily lesson plans. Prior notice will be given to parents regarding days, times, and special clothing items needed for this play. Children will play in the playground area with bubbles, sprinklers, and tubs of water. Staff-to-child ratios are maintained in outdoor water play.

Any water activity in or near water with a depth of more than four to six inches including swimming, wading, fishing, rafting, boating, sail-boarding, scuba diving, inner-tubing, canoeing, sailing, water skiing, and water park activities are not part of the daily activities at HFCC&DC.

#### **9.4 SPECIAL ACTIVITIES**

Special activities are **not** part of the daily plans at HFCC&DC. Special Activities are defined as potentially dangerous activities organized recreation that require special technical skills, safety equipment, safety regulations, or involve fire or heat-producing equipment. These include, but are not limited to, archery, gymnastics, karate, horseback riding, bicycling, rock climbing, spelunking, hiking, cookouts, and any activity occurring in or near water with a depth of more than eighteen inches.

#### **9.5 BITING**

Biting is a normal state of development that is common among infants and toddlers and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

#### **9.6 RESPECTFUL BEHAVIOR**

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

#### **9.7 NON-SMOKING**

The center is a smoke-free environment. The use of tobacco, tobacco products, lighters, and matches is prohibited on the property by state licensing law. Please do not discard any of these products on the grounds of the center. Young children will be tempted to place these items in their mouths.

## **9.8 PROHIBITED SUBSTANCE**

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substance or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

## **9.9 WEAPONS**

Pursuant to the West Virginia Child Care Licensing Regulations and for the safety of the children, weapons of any kind are absolutely forbidden on the premises of the center. If a weapon of any nature is discovered on the person of a parent or other caregiver (which shall include any person that has been identified as a responsible person for retrieving a student of the center); discovered on the person of an individual accompanying a parent or caregiver; or discovered on the person of a child that is a student at the center (the term "person" shall include the belongings of the people identified above), the executive director shall take immediate and appropriate action to secure the immediate and future safety of all children at the center. Such action may include, but is not necessarily limited to, asking the person possessing the weapon to vacate the premises, calling law enforcement officials, and/or expelling the student.

## **9.10 CHILD CUSTODY**

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is not court documentation.

## **9.11 ABUSE AND/OR NEGLECT**

Child abuse and neglect is defined as a physical injury, mental or emotional injury, sexual abuse, sexual exploitation, the sale or the attempted sale or negligent treatment or maltreatment of a child by a parent, guardian or custodian responsible for the child's welfare under circumstances which harm or threaten the health and welfare of the child.

All child care workers who reasonably suspect that a child at HFCC&DC is neglected or abused, or observe a child being subjected to conditions which could result in abuse or neglect, are required by West Virginia law to make a report of these suspicions or observations to the Department of Health & Human Resources immediately.

As a parent/guardian, WV Law (WV Code 49-6A-2) mandates that any person over the age of eighteen who reasonably suspects that a child at HFCC&DC is neglected or abused, or if you observe a child being subjected to conditions which could result in abuse or neglect, you are required by West Virginia law to make a report of these suspicions or observations to the Department of Health & Human Resources immediately. The report can be made by telephoning the Child Abuse and Neglect Hotline at 1-800-352-6513.

Any staff suspected of child abuse and/or neglect will be reported to the Department of Health & Human Resources – Child Protective Services for a complete investigation. The staff member will be suspended pending the investigation. HFCC&DC fully cooperates with the Department of Health & Human Resources – Child Protective Services in child abuse and/or neglect investigations.

Because of the seriousness of child neglect and abuse, all suspicions and observations of it must be brought to light. Thus, if you are unsure whether a reasonable suspicion you have or an observation you have made really is abuse or neglect, you should still make the call and put the situation into the hands of the child protective workers at Child Protective Services.

## **SECTION 10 FAMILY ACTIVITIES**

### **10.1 FAMILY ACTIVITIES**

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents/guardians and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals. We encourage families to take an active role.

### **10.2 FAMILY EVENTS**

We have several events throughout the year that bring our entire community together. Watch for the announcements about the following events:

- Open house
- Family snack time
- Grandparent's tea
- Holiday gatherings
- Breakfast with Santa
- Touch-a-truck

### **10.3 CLASSROOM EVENTS**

Enjoy and help your child's class with these special activities.

- Share a meal with your child
- Chaperone field trips
- Read to children
- Volunteer in the classroom
- Donate requested items
- Welcome new families
- Family Teacher conferences
- Serve as a parent representative on the board of directors

**STATEMENT OF COMPLIANCE PURSUANT  
TO THE CIVIL RIGHTS ACT OF 1964**

**Holy Family Child Care & Development Center** hereby assures the Department of Health and Human Resources, State of West Virginia, that in providing aid, care or services to a client referred by the Division of Social Services or the Division of Assistance payments, or Crippled Children's Services, no discriminatory actions are practiced. The Holy Family Child Care & Development Center will not on the ground of race, color or national origin:

a. deny an individual any aid, care, services, or other benefits provided under the program;

b. provides any aid, care, services, or other benefits which is different, or is provided in a different manner, from that provided to others under the program;

c. subject an individual to segregation or separate treatment in any manner related to his receipt of any aid, care, services, or other benefits provided under the program;

d. restrict an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any aid, care, services, or other benefits provided under the program;

e. treat an individual differently from others in determining whether he satisfies any eligibility or other requirements or condition which individuals must need in order to receive any aid, care, services, or other benefits provided under the program;

f. deny an individual an opportunity to participate in the program through the provision of services or afford him an opportunity to do so which is different from that afforded others under the program.

It is understood the Department of Health and Human Resources will investigate any report of complaint of alleged violation of Title VI of the Civil Rights Act, and the Department of Health and Human Resources must terminate the use of any source of aid, care, or services if it is established that discriminatory actions are practiced and are not promptly discontinued.

Signature

Date

Title

The Diocese of Wheeling-Charleston, West Virginia and the Congregation of St. Joseph have a self-insurance plan which covers its institutions.



## **PARENT/GUARDIAN RESPONSIBILITY CONTRACT**

*Parent's Copy – Revision date March 2017*

This handbook is an expression of contract between Holy Family Child Care & Development Center, Inc. and the parent or guardian of the child/children enrolled. All policy statements and the philosophy of Holy Family Child Care & Development Center, Inc. are contained herein.

I agree to these conditions and philosophies and agree to pay Holy Family Child Care & Development Center required fees. I understand that I am responsible for following the policies as stated and should refer any questions to the Executive Director or Assistant Director. I further understand that Holy Family Child Care & Development Center, Inc. reserves the right to change, modify and/or delete any of the policies at any time.

My signature below indicates that I have read and understood this statement and have received a copy of the Parent Handbook.

---

Parent/guardian's Signature

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Date

---

Parent/guardian's Printed Name



**PARENT/GUARDIAN RESPONSIBILITY CONTRACT**

*Center's Copy – Revision date March 2017*

This handbook is an expression of contract between Holy Family Child Care & Development Center, Inc. and the parent or guardian of the child/children enrolled. All policy statements and the philosophy of Holy Family Child Care & Development Center, Inc. are contained herein.

I agree to these conditions and philosophies and agree to pay Holy Family Child Care & Development Center required fees. I understand that I am responsible for following the policies as stated and should refer any questions to the Executive Director or Assistant Director. I further understand that Holy Family Child Care & Development Center, Inc. reserves the right to change, modify and/or delete any of the policies at any time.

My signature below indicates that I have read and understood this statement and have received a copy of the Parent Handbook.

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Parent/guardian's Signature

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Date

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Parent/guardian's Printed Name