



WELCOME

Welcome to Hand In Hand Early Childhood Center! We are pleased that you have chosen Hand In Hand for your child's care and early education. We respect your role as your child's first and most important teacher and look forward to working with you to provide the highest quality care and education for your child in a safe and welcoming environment where all children grow, learn and thrive.

IMPORTANT NUMBERS

Hand in Hand-Lowville

Phone..... (315) 376-9414

Fax..... (315) 376-8683

ADMINISTRATIVE TEAM

Jenniffer Bleakley, Director

Deborah Murphy, Advantage Afterschool Program Coordinator

EMAIL

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MISSION STATEMENT

The mission of the Hand In Hand Early Childhood Center is to provide high quality care and early education for all children in a safe and nurturing environment, with responsive, loving care and enriching opportunities and experiences that are developmentally appropriate and build self-esteem and independence.

EDUCATIONAL PHILOSOPHY

The Hand In Hand Early Childhood Center provides a developmentally appropriate program which enriches and enhances the individual physical, cognitive, emotional, and creative needs of the child at his/her developmental level. It allows the child to progress at his/her individual rate of learning in an environment that is stimulating, supportive, and well supervised by professional, caring and nurturing teachers.

The Center provides a learning environment for children that allows for active exploration, freedom of choice and is well balanced in physical, cognitive, social, emotional, and creative experiences. The environment of children's play is valued, and each child's individuality and uniqueness is respected. Activities are based on the children's needs, interests, and abilities and provide multi-level learning opportunities and experiences so that all children feel successful.

LICENSING

Hand In Hand Early Childhood Center is licensed to provide childcare for children 6 weeks to 12 years of age by the New York State Office of Children and Family Services.

Briane Tice, Licensing Representative

The Division of Child Care Services

The Atrium

100 S. Salina St. Suite 350

Syracuse, NY 13202

(315) 423-1087

The New York State Office of Children and Family Services (OCFS) licenses Hand In Hand Early Childhood Center Inc. where we must comply with all rules and regulations. The Center is inspected annually by the Fire Department and the Department of Health. The Office of Children and Family Services formally inspects the Center every two years and makes quarterly surprise inspections.

The Center's license to operate is posted in the Director's office and on the Parent information board. The daycare regulations are available for inspection at any time and a copy is on the Parent table.

BOARD OF DIRECTORS

As a non-profit corporation, the Hand In Hand Early Childhood Center is overseen by a board of directors to ensure that the charitable purposes of the organization are carried out. Hand In Hand is managed by a volunteer board of directors made up of business people, parents and other community members.

The Board of Directors is responsible for formulating all policies governing the Center and its operations. It develops policies that are fair and consistent and allow the Center to operate in a way that is fiscally responsible.

Our current Board of Directors include: Rachel Lisk-President, Thomas McGrath-Vice-President/Treasurer, Amanda Eaves-Secretary, Nicole Lampman, Brittany Berrus-Davis, and Tricia Burkner.

If you have an interest in becoming a board member please feel free to ask for an application.

ADMINISTRATION

The Director manages the day-to-day operations of all Hand In Hand programs. If you have any concerns about the management of the Center or the teaching staff, please address these concerns to the Director. In the event that you feel your concerns are not being received or addressed in an appropriate manner, please feel free to address your concerns to the Hand In Hand Board of Directors, or attend the open forum at the beginning of each monthly meeting. The list of Board members can be found on the parent information board in the lobby.

FINANCIAL POLICIES

Registration fee: There is a \$55 one-time registration fee for each child enrolled in the Center. The registration fee for new enrollment must be paid before the child begins care at the Center and is non-refundable.

Tuition: Tuition payments will be made weekly and are due by Friday for the current week of care. Tuition for all weeks, regardless of vacation or illness, must be paid in order to maintain the child's place at the Center. In the case of a child's long-term illness, payment can be discussed with the Center Director on an individual basis.

Sibling Discount: Five-day, full time siblings will be enrolled at a \$30 discount for the second child. Four-day discount rate will be \$25 for second child.

Vacation: Due to the increase in tuition, Hand In Hand will be offering a week of vacation time to be used either as a full week or per day with prior approval. This means it is based on your child's regularly scheduled days. So, if your child attends one day per week you will get one day, if they attend for a full week you will get a full week.

Late Payment Penalty: The Center reserves the right to discontinue daycare services to any family that is two weeks in **arrears**. The child may not return until full payment has been made, or a payment plan has been signed by both parents/guardians and the Director. There will be a \$20 late fee per week charged if tuition is **four days** late. Please note that if your payment is late and care is discontinued, you risk the possibility of losing your child's slot.

Returned Check Charge: There will be a \$35.00 charge for any check returned for insufficient funds to cover the Center's bank fees. Any family with more than two returned checks in a one-year period will be required to pay with cash or a debit/credit card.

Late Pickup Fee: CLOSING TIME IS STRICTLY OBSERVED. Please be sensitive to your child's needs and that of the staff and arrive on time. A late fee of \$10.00 is imposed from 5:31pm-5:45pm; a \$20.00 fee will be imposed for pickups from 5:45pm-6:00pm.

PARENT INVOLVEMENT

Parent involvement is necessary to continue the success of the program. We welcome and invite your suggestions and participation. Parents will be required to actively participate in fundraising and/or scheduled work days. If parents do not participate in any scheduled fundraising events and/or work day's there will be a \$100.00 fundraising fee added to the tuition bill June 1st.

Security Key Fob: A key fob is required for each parent to enter the building. You will need a NYS ID card or license to obtain the key fob. **There is a mandatory fee of \$7.50 for each key fob issued.**

Supplemental Tuition Assistance: Should you require tuition assistance, please speak to the Center Director for more information on the following programs:

- NACCRRA-(Qualifying Military Families)
- Department of Social Services

Please note: Tuition must be kept up-to-date until services are approved and tuition monies are received by the respective agencies. Reimbursements will be granted if applicable.

PARENT INFORMATION

A parent is required to visit the Center before a child is enrolled.

In the event that there are no openings for a child's age group, the child will be put on a waiting list. The first age appropriate child on the waiting list will fill openings in the

Center. At that time, the parent will meet with the Director and receive all necessary enrollment paperwork.

Upon enrollment, the parent and the child will visit the Center for a short period of time. This will familiarize the family with the Center and increase your child's comfort level with his/her future surroundings. The parent will then be asked to provide some details about the child's development. This information will be kept on file for caregivers to enable them to meet each child's individual needs. A parent handbook will be given detailing the Center's programs and policies. All state forms will be issued, including the medical physical and immunization verification forms. All forms must be completed **before** the child can attend Hand In Hand Early Childhood Center.

Information regarding an individual child will not be discussed with anyone other than the Center's staff and/or authorized State agencies when necessary. In the event that the parent would like information released to another party, the Center will require a written request to do so.

Parents are encouraged to visit the Center at any time. When parents visit, there is an opportunity for increased communication between the parents and the Center staff.

Parent/ Teacher conferences can be scheduled at the request of the parents, teachers, or Director.

Hours of Operation and Holidays:

Hand In Hand Early Childhood Center is open year round, Monday through Friday, 7:30am to 5:30pm. **The Center will be closed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.** These are paid holidays for the staff and parents will be charged if your child is scheduled for these days. If a holiday falls on a Sunday, the Center will be closed on the following Monday. Parents will be notified in advance of any changes in the center's days of operation or hours of operation.

Parents **must** sign their children in and out daily. Please indicate to the staff the health and well-being of the child when arriving at the Center. This is critical for the health and safety of your child. A daily update is posted on each classroom whiteboard. This will give parents information about the day's activities and any upcoming events for the classroom. Monthly menus will be posted and sent home if requested by the parent. **Please check your child's cubby daily.**

Files are in the classroom indicating who may pick up your child. This information will also be kept in the Director's office. Children will not be released to anyone other than the custodial parents unless the parent requests the center to release the child to a specified person. Identification of that individual may be requested at the time of pick-up. In the case of separated or divorced parents, a copy of all legal papers regarding custody and visitation are required to be in the child's file.

Transportation/ Field Trips: At no time will the children be transported by Hand In Hand Staff.

It will be the parents' responsibility to make arrangements for their child's transportation to and from the Center. When picking up and dropping off, please park in the designated parking spaces provided in the parking lot. Handicapped parking is reserved for vehicles with handicapped parking permits only. Children that attend the Hand In Hand before school SACC program will be transported to school each day by the local school district's bus transportation.

All children will participate in walking field trips to The Brookside Senior Living Center.

Plastic Bags are not permitted in the classrooms where the children have access to them according to NYS regulation 418-1.5 (t). This includes placing plastic bags in your child's cubby, specifically in the toddler and preschool rooms or hanging them from the hooks in the cubbies. Please remember as you bring in supplies for your child that you use an alternative to the plastic grocery bags. When bringing in supplies please remove the supplies from the bag and dispose of it.

Termination/Change of Contract: If you need to reduce or terminate your childcare contract, it is required that you give the Center **two weeks written notice**. The contact change/termination form is available from the parent table in the lobby. The notice must be returned to the Director.

NUTRITION

Hand In Hand Early Childhood Center provides breakfast, lunch and afternoon snack for the children enrolled in our program. All meals served are based on nutritionally balanced menus in accordance with the guidelines of the Child and Adult Care Food Program (CACFP).

Children will be served the food on the approved menu, unless a doctor has written an exemption note due to food allergies or other health concerns. If you provide a written doctor's note, you will have to provide the component of the meal the center provides that your child can not have. For example, if your child is allergic to milk, you will have to provide a milk alternative for your child. The Center can provide alternative sandwich options if the child cannot have the main component due to allergies.

Parents of infants must provide feeding schedule to the staff upon enrollment. The Center will provide Parent's Choice Infant Formula with DHA and ARA Lipids. We will provide infant cereal and stage I and stage II infant foods when your child is developmentally ready. Your bottles from home will be cleaned and sanitized after each use.

If you will be providing your baby's breast milk or formula you must prepare all your bottles in advance of bringing your child to daycare.

The Infant room feeds infants on demand and coordinates feeding times with the parent's normal feeding schedule to the best of their abilities. Hand In Hand supports breastfeeding Moms and will provide a private, quiet area for Mom and baby. All Hand In Hand staff is trained about the benefits of breastfeeding for infants, proper storage, preparation and bottle feeding of breast milk to make you and your child's transition into the Infant room as soon as possible. Please feel free to breastfeed at the center throughout the day and you can find supporting information on the parent table.

PROGRAM INFORMATION

At Hand In Hand, we believe that children learn best through play. A play-centered approach to early education is the most effective way to teach young children skills and concepts. Each classroom environment is designed for the age and abilities of the children and is arranged with developmentally appropriate equipment and materials that offer hands-on activities and experiences that provide meaningful learning opportunities for young children. These activities are designed to promote the development of the whole child, socially, emotionally, physically, cognitively and creatively.

We believe that young children are intrinsically motivated to learn and that they learn best through experiences with concrete objects and activities. Each developmentally appropriate classroom environment enables children to use their natural curiosity to explore, investigate, experiment, and manipulate everything that comes within their reach. It is the learning “process”, and not the product that is important. Children are encouraged to ask questions, make predictions, and develop problem solving skills. Our developmentally appropriate curriculum allows each child to progress at his/her individual rate of learning with many opportunities for multi-level learning experiences that enable them to make choices, express themselves and feel successful.

Guidance Policy: The goal of guidance and discipline should be to help children develop self-control, self-direction, and self-esteem. In a childcare setting, three aspects of the environment greatly influence children’s behavior. These are the physical space, the activities provided, and the expectations set by adults. Our guiding principle is to respect self and property.

The staff must use acceptable techniques and approaches to help children solve challenging behavior problems. These techniques include, but are not limited to:

1. Redirecting the child to an alternate activity.
2. Encouraging children to talk about their feelings
3. Modeling acceptable behavior for the children by speaking and interacting in a positive manner.
4. Telling children what they **can** do instead of what they **cannot** do.
5. Protecting and preserving children’s feelings, reminding them that they are lovable and capable.
6. Working with children instead of against them.
7. Giving children safe limits they can understand.
8. **As a last resort**, children may be removed briefly from the group when the child’s behavior results in serious harm to self, others, property or group disruption. The child will be supervised by a staff member during the separation and a discussion will be held with the child regarding appropriate behavior in the classroom.
 - **Children are held accountable for their behavior and are encouraged to make responsible choices.**
 - **Children are also encouraged to use their words to express their emotions, needs and ideas.**
 - **Redirection or ignoring the behavior when dealing with minor forms of misbehavior is considered appropriate.**

- **If the child continues to be disruptive or to threaten harm to another child, staff or Center equipment, he/she will be removed from the immediate area.**
- **If the child's behavior becomes too difficult to manage within the classroom, the staff may request immediate pick-up.**
- **If the problem continues, a family conference will be required.**

If a child continues to jeopardize the health and safety of the other children and staff, child care services may be discontinued as a last resort.

Staff may not at any time:

1. Use "time out" as a form of guidance and discipline.
2. Isolate a child in any area where the child cannot be seen and supervised by a staff member.
3. Use corporal punishment. The term corporal punishment means spanking, biting, shaking, slapping, twisting, or squeezing, demanding excessive physical exercise, prolonged lack of movement or motion, or strenuous or bizarre postures, and forcing the child to eat or have in the child's mouth: soap, food, hot spices, or foreign substances.
4. Withhold or use food, rest, or sleep as a punishment.
5. Use methods of discipline that frighten, demean, or humiliate a child.

It is the role and responsibility of the Hand In Hand teaching staff to identify and address all behavior problems in the classroom. If the unacceptable behavior does not improve after all acceptable guidance techniques and approaches have been tried, parents will be notified and a conference will be scheduled to assist classroom staff in solving challenging behavior problems. In the event of extreme behavior problem that threatens the health and safety of the other children or staff in the classroom, the parent will be contacted to pick up their child immediately.

Hand In Hand Early Childhood Center reserves the right to require a child be withdrawn from the program without a notice period if the child's behavior is determined to be detrimental to the program or if the health and safety of the other children or staff is compromised or jeopardized. Disenrollment at the Center will culminate only after all appropriate acceptable guidance techniques and approaches have been exhausted.

Rest Time: State licensing requires that the Center provide a rest or quiet period where a child can lie down to rest. We try to make rest time a relaxing time when children can listen to music or stories, etc. Most children fall asleep. If your child does not nap, please understand we do not insist that he/she falls asleep; we do ask the child to play quietly so the other children are not disturbed. The Infant room is an exception as each child is on his/her own schedule.

Each child is provided with a crib or cot for napping. Crib and cot sheets are provided by Hand In Hand and are laundered at least weekly. Parents may provide a small blanket labeled with your child's name. Children may also wear slippers for napping.

Child's Daily Report: It is helpful for parents to know what kind of day their child had so Infant and toddlers will receive a daily report about eating, sleeping and diapering/potty times. A behavior report is available upon request in the Preschool

rooms as a form of daily communication between parents and staff. Most classrooms use the daily connect app also for communication purposes.

Outside Time: Outside play is an important part of the daily curriculum at the Center as well as a New York State regulation. **Please send your child dressed for outside play every day!** If the temperature is 20 degrees or above, the children will play outside. During the fall/winter months children should bring hats, mittens, coats, snow pants/snowsuits, scarf and boots as needed. In summer months, children will need a hat, swimsuit, towel, water shoes/sandals, sunscreen and a water bottle. Please remember to label everything with first and last name. Parents may leave outside clothes at the center in your child's cubby for the week.

Biting Policy: We recognize that biting is, unfortunately, not unexpected when children are in group care. We are always upset when a child is bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right thing to do, we know that children bite for a variety of reasons. Most of these reasons are not related to behavior problems. When biting occurs, we respond accordingly:

1. Provide care for the child who was bitten, and
2. Help the child who bite to learn other behavior, such as using their words, and
3. Work with the child who bit and examine our program so the biting will stop.

Our staff expresses the disapproval of biting. They work very hard to keep the children safe as well as help the child who bite to learn a different more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of strategies, techniques and a timeline to address the plan. We do not and will not use any response that harms a child.

We give immediate attention and, if necessary, first aid to children who are bitten. We offer ice for the bite if the child is willing to use ice. If the skin is broken, we clean the area with warm water and soap.

When children bite, their parents are informed personally and privately the day of the incident and an incident report is given. Parents of the child that receives the bite are also informed and given an incident report the day of the incident while maintaining confidentiality. Biting is always documented on the incident reports issued by the Office of Children and Family Services. The form is completed and signed by a teacher and a parent. One copy is given to the parents of each child and the other copy is kept in a file in the office.

If we cannot meet your child's needs in a timely manner after putting a plan in place to change the behavior and the biting continues, we can call in outside resources or refer parents to Early Intervention for an evaluation.

Clothing: When selecting clothing for your child to wear to the center, please think of your child's comfort. Children learn by doing. Consequently, there will be messy art materials, as well as messy activities, so please do not send children to school in their best clothing. We strongly recommend clothing that is:

1. Simple – designed to allow your child to attend to their own bathroom needs independently, no overalls or belts, please.

2. Comfortable
3. Washable

Toys: Hand In Hand has a wide variety of developmentally appropriate materials and toys for the children's use at the Center. Please discourage your child from bringing toys from home. Sharing personal toys is very difficult for young children. In addition, we cannot be responsible for lost or broken toys. If your child has a favorite security blanket or "cuddly" toy they enjoy at rest time, they are welcome to bring it with them to the Center.

We believe war-like toys have a negative effect on children's behavior and attitude. Please help us by **not** allowing your child to bring any guns, swords, etc, to the Center at any time.

Bottles and pacifiers are not allowed in the Preschool areas.

Donations: We welcome donations of almost any kind. Things you often throw away can be recycled at the Center. Needed items include: paper, any size or color, poster board, fabric scraps, yarn, buttons, paper bags, paper towel tubes, coffee cans, ribbon, felt, pompoms, cotton balls, toys, games and puzzles in excellent condition. We will always accept donations of shelving and children's furniture.

MEDICAL/HEALTH POLICIES

Hand In Hand has an approved Health Care Plan which is reviewed by our Health Care Consultant. If sick children do not attend the Center, there will be fewer infections for all children. Staff will conduct a daily health check of each child upon arrival. In the event of illness, elevated temperatures, nausea, vomiting or diarrhea, parents will be notified and expected to pick up their child **immediately**. The ill child will be comforted and cared for in the administrative area until the parent arrives. **When you take your child to the doctor, please inform the doctor that your child attends childcare so extra precautions may be used in determining when he/she may return after an illness. To return to the Center, you may be required to bring a note from the doctor stating your child is well and able to attend day care.**

****Please remember to call the Center before 8:30 if your child will not be in attendance.**

Hand In Hand Early Childhood Centers Illness Policy

Any child who has any of the following cannot attend the program with:

1. A suspected or diagnosed communicable disease as defined by the New York State Department of Health. The child may return after being evaluated and approved for inclusion by a health care provider to participate in the program.
2. A severe cold with a fever, frequent, persistent cough, or thick green nasal discharge.
3. Persistent diarrhea defined as three or more loose stools in a 24-hour period.
4. Vomiting two or more times in the previous 24-hour period.

Vomiting accompanied by symptoms of other illness. - forceful vomiting more than once, by a child less than four months of age.

5. A fever is defined as the following:
 - a. a temperature of 100 or higher axillary (under the arm) or 101 or higher aural (in the ear) if less than six months of age
 - b. a temperature of 101 or higher orally, axillary, or aural if over six months of age
6. A temperature above 101 orally or aural that is accompanied by a behavior change stiff neck, rash, unusual irritability, poor feeding, vomiting or excessive crying for a child six months of age or older.
7. Undiagnosed rash of hives or welts that appear and spread quickly, except diaper rash.
8. Conjunctivitis or pink eye. A child must be on medication 24 hours before returning to school.
9. Head Lice. Any child identified as having head lice is not permitted back to daycare until he/she has been checked by the daycare staff stating the child is nit and lice free.
10. Strep throat. A child must be on the antibiotic 24 hours and no fever before he/she is able to return to care. **The child must be out one full day out of daycare.**
11. **Hepatitis A**
12. **Coxsackie**
13. **Chickenpox – all lesions must be dried and crusted before the child returns to school.**
14. **Bronchitis or any upper respiratory symptoms. NO DAYCARE UNTIL 48 HOURS AFTER THE START OF MEDICATION.**
15. **Gastrointestinal disease or illness**
16. **Measles**
17. **Tuberculosis**
18. **Scabies**
19. **Impetigo**
20. **Pertussis (whooping cough) also must have COMPLETED the appropriate 5 day antibiotic.**
21. **Any surgery of any kind requires a doctor's note to return to care.**

***Items 11-20 must have a doctor's note to return to care.**

*** If your child is sent home from the center they must be fever free and have no episodes of vomiting or diarrhea for 24 hours without medication *before* returning .**

IF YOUR CHILD IS TOO SICK TO GO OUTSIDE, YOUR CHILD IS TOO SICK TO ATTEND THE CENTER.

If your child becomes mildly ill during the day, (with no fever, vomiting or diarrhea, once), and is not acting like him/herself, you will be contacted to make you aware of the child's health status to enable you to determine if they need to see a doctor.

Medication policy: Hand In Hand Early Childhood Center is approved by the New York State Office of Children and Family Services to administer medications in all circumstances. Hand In Hand has staff that is MAT (Medication Administration Training) certified and approved to administer medication to the children that attend the Center. An approved Health Care Plan is on file in the office for parents to review at any time.

Any medication (prescription or over the counter) will be administered only if a completed consent form signed by the health care practitioner **and** the child's parent/legal guardian is on file.

MAT certified staff may dispense medications only when:

1. Prescription medication is in its original container, labeled with the child's complete name, the medication name, recommended dosage, list of side effects, time intervals, expiration date, and the prescriber's name and license number.
2. Over-the-counter medication must be in the original container with the manufacturer's label and directions for administration. Parents must fill out and sign a medication release with information relating to dosage and frequency. Written permission from a health care practitioner must also be on file for over-the-counter medications, including Tylenol and teething gel.
3. If a child over 18 months of age becomes ill while at the Center, phone authorization from the parents and health care practitioner can be obtained for that day only. Parents must obtain an Office of Family and Child Services medication form from the office

with written instructions from a physician on the medication that is to be administered on subsequent days.

4. Parents may obtain the required OCFS medication forms from the office.
5. Parents are required to provide sunscreen for their child during the summer months.

Emergency Procedures: Parents will be immediately notified if their child has been involved in an accident. If, at the time of the accident, it has been determined that further medical evaluation and immediately required, 911 will be contacted and your child will be transported by ambulance to Lewis County General. If a parent is not present when the ambulance arrives, a member of the administrative team will ride in the ambulance with the child to the hospital.

Non-emergency Procedures: Cuts and scrapes will be washed with mild soap and warm water and covered with a bandage if necessary. Insect bites, stings, and bumps are treated with a covered ice pack. Human bites are washed with soap and warm water, and a covered ice pack is applied. Parents will be contacted, if necessary.

Incident Reports: A written report shall be completed on all injuries observed and reported to the staff, regardless of severity, (i.e. bumps, bruises, scratches, etc.). Parents will receive and will be asked to sign a copy of the incident report and a copy will be kept on file in the office.

Fire and Emergency Evacuation Drills: All children and staff will participate **monthly** in a fire or emergency evacuation drill. Documented records of these drills are kept on file in the office. During these drills, classroom teachers will be responsible for evacuating the children from their rooms. One staff member in each classroom is designated to bring the sign in/out sheet and emergency information (blue cards).

In case of an actual emergency, a plan is in place to evacuate children to a safe place (Brookside Senior Living Community Room). Parents will be notified of the emergency and given directions how to proceed with pick of their children. All staff are trained in emergency evacuation procedures and a copy of the emergency plan is posted on the parent information board in the lobby.

PARENT RESPONSIBILITIES

1. All parents must provide the required medical documentation.
2. All parents must sign the indication of their understanding and compliance with all current policies of the Center.
3. A written pickup authorization will be completed by the parent or legal guardian for regular pickup of each child.
4. All parents must sign their child in and out daily.
5. Due to the wide range of activities planned, it is recommended that children be dressed in washable, comfortable clothing. Please do not expect your child to be clean at the end of the day.
6. Water activities, occasional bathroom accidents and messy play will necessitate the need for an extra complete set of clothing to be kept at the Center at all times. Extra clothing should be marked with the child's name. If wet clothes are sent home, please return an extra set of clothing the next day. Parents of children in diapers are responsible for supplying disposable diapers and wipes.
7. Your child may bring a stuffed animal when adjusting to the Center for quiet/rest time. Please do not bring toys from home; sharing issues contribute to stressors during the day.
8. All individuals entering the facility MUST wear appropriate soil free clothing & footwear to prevent contamination of possible communicable diseases within the environment for the protection of children and staff.

CENTER RESPONSIBILITIES

1. All staff, interns, and volunteers must receive a physical and Mantoux Tuberculin test before beginning work at the Center, indicating they are physically and mentally fit and free of communicable disease.
2. All staff will sign a form indicating their complete understanding and compliance with all the current Center policies. All staff will receive orientation training where Center policies and procedures are discussed.
3. Center staff will be trained in basic first aid and infant/child rescue breathing.

4. Any incident report forms will be filled out by staff immediately following any accident/incident involving a child. This form will be presented to the child's parents upon pickup for a parent signature.
5. First aid kits will be readily available at the Center.
6. Staff will conduct a daily visual health check on the child to detect any health-related problems (illness, communicable diseases, abuse or neglect). Proper records will be kept of all illnesses, injuries and signs of abuse or neglect.
7. Toys and equipment will be disinfected daily according to the guidelines of effective infection control.
8. Staff will always use proper hand washing techniques and all children will be properly instructed on these hand washing techniques.
9. Smoking is not permitted anywhere in the Center or on the Center grounds.

ARRIVAL

Parents are expected to accompany their child into the classroom and sign in. Parents should assist their child with removing outer clothing, help the child to wash the child's hands and make sure the child is comfortably settled into the classroom. Please take the time to communicate any pertinent information about the child's well-being to the teacher in charge before leaving and remember to say good-bye.

GOOD BYES

1. Be aware of your child's feelings. Please do not pass your anxieties onto your child.
2. Be firm. "Good bye, I'm leaving now. I love you. Have a good day," are all good ways to say goodbye.
3. Never ask permission to leave.
4. Be specific. Young children have a hard time grasping the concept of time. Let them know "I will be back to get you after snack"
5. Try to be there when you tell your child you will.
6. Use rituals and routines in your daily schedule
7. Be as consistent as possible with drop off and pick up times.
8. Bring a favorite huggable toy from home for rest time.
9. Don't rush out the door. Please plan to spend a few moments in the room with your child.

PLEASE READ, SIGN, AND RETURN.

The following information is important for the safety and protection of your child. Please read the information, sign this form and return it to Hand In Hand Early Childhood Center. Please keep and refer to your copy of the Parent Handbook. Your signature indicates that you have received and understand the policies of the 18-page handbook for the Center.

I understand that I am not to leave my child at Hand In Hand unless a staff member is there to receive and supervise my child. I am also responsible to sign my child in each day.

I understand that Hand In Hand staff is required to ask for photo identification until they learn who is authorized to pick up my child.

I understand that my child will not be allowed to leave the Center with an unauthorized person. Authorized individuals must either be listed with the Center or arrangements must be made by calling Hand In Hand to inform them of the change.

I understand that if a person who appears to be under the influence of drugs or alcohol arrives to pick up my child, staff may have no recourse but to contact the authorities for your child's safety.

I understand that I must have proper car seats to pick up my child based on my child's height and weight.

I understand that the staff of Hand In Hand is mandated by State law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

I have received a copy of the Hand In Hand Early Childhood Center's Parent Handbook and understand the policy statements and agree with the conditions.

Parent/Guardian Signature

Date