



WEE CARE

2024-25 HANDBOOK



MISSION STATEMENT & VISION

Dedicated to optimizing individual learning and potential for success in a global community.

CONTACT INFORMATION

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ACCIDENTS AND INCIDENTS

For the safety of the children, all of the staff at the center are trained in first aid and CPR. Incidents involving a child, including minor injuries, minor changes in health status, or behavioral concerns, shall be reported to the parent on the day of the incident. Incidents resulting in an injury to a child shall be reported to the parent on the day of the incident. For a head injury, the parent/guardian will be contacted by phone and an accident report completed. Incidents resulting in a serious injury to a child or significant change in health status shall be verbally reported to the parents, guardians, or legal custodians immediately as well as 911 if necessary. The parents, guardians, and legal custodians of any child included in incidents involving inappropriate or sexually acting-out behavior shall be notified immediately after the incident. A written report shall be provided to the parent or person authorized to remove the child from the center. The staff member who observed the incident shall prepare the written report and a copy shall be retained in the child’s file (Iowa Department of Health and Human Services (HHS) Policy Rule citation: 441 IAC 109.10(10)). For serious injuries there will be an accident report filled out and sent to HHS.

APPROPRIATE DRESS

The children will be encouraged to participate in many different activities throughout the day. Many activities are very messy such as; arts, crafts, water play and sand play. In order for your child to participate in these activities, please have them dress in play clothes that can get dirty. Soft-soled, closed-toe shoes that fasten securely to the feet should be worn for safety. To ensure your child’s safety, jellies, sandals, flip-flops, and cowboy boots are discouraged.

ARRIVAL AND DEPARTURES

Parents must bring their children into the building, and sign their child in and out each day. The center is not responsible for a child until the child is under the supervision of their classroom teacher. This is to ensure a safe arrival and to meet state licensing requirements. Breakfast needs to be eaten prior to arrival.

If your child will not be attending on a scheduled day, please call the center by 8:30 a.m. If the center has not heard from you by 8:30 a.m., then a staff member will call to verify the whereabouts of the child.

Children will not depart from the center with someone other than their parent or parent authorized persons

without written permission from a parent or legal guardian. Any parent-authorized person to transport a child shall not be a registered sex offender. If the staff does not know the individual, they will be asked to show identification.

Children should be picked up before the center closes. Failure to comply with this rule will result in an additional fee per child that will be paid the following day. A \$20.00 fee will be charged for the first 15 minutes that the parent is late and then an additional \$1.00 for every minute after. Payment is to be paid the next scheduled day your child is to attend and will need to be made on Revtrak.

Custody/Visitation Agreements

Communication with the staff on custody or visitation issues is very important. Therefore, for the safety of your child, a written copy of the custody/visitation agreement **MUST** be included with your registration form if such an agreement affects your child’s release from the center. If your custody/visitation agreement changes or problems occur with the eligibility of the person to whom the child can or cannot be released, notify the Director or the on-site supervisor. Notarized documentation of court-ordered changes should be given to one of the above within 24 hours. Legally, the staff cannot hold children from the biological or adoptive parent(s) if there is not a notarized court order specifying otherwise on file at the center. The staff, as well as the local police department, will follow the court order regarding release of the child.

CONFERENCES

Parents may arrange for a conference with staff at any time. Problems or concerns should be brought to the child’s teachers, the on-site supervisor, Child Care Managers, or the Director. Teachers will schedule conferences with parents as needed. Fall and Spring conferences are held each year. Teachers will post available times prior to conferences to allow parents to sign up.

CONTINUOUS NOTICE OF NON-DISCRIMINATION

It is District policy not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its

employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact one of the following:

Executive Director of Human Resources: Roxy Livermore

Waukee Community School District
560 SE University Avenue, Waukee, IA 50263
Phone: 515.987.5161 x2030
Fax: 515.987.2701
Email: rlivermore@waukeeschools.org

Director of the Iowa Civil Rights Commission

6200 Park Avenue, Suite 100
Des Moines, IA 50321-1270
Phone: 1.800.457.4416

Director of the Region VII Office of Civil Rights

Department of Education
230 S. Dearborn St., 37th Floor Chicago, IL 60604
Phone: 312.730.1560
Fax: 312.730.1576
Email: OCR.Chicago@ed.gov

The District complaint procedure is outlined in [Board Policy 101-R\(1\)](#). ([Board Policy 104](#))

DEVELOPMENTAL PROGRAMS

The curriculum provides for a wide variety of age appropriate activities. We believe that each child develops at his/her own pace and should be happy and feel safe in the environment they are in.

Our goal is to meet the individual needs of each child while being involved in a group setting. Daily schedules will be established which will provide a routine for the children while being flexible enough to encourage creativity and exploration. As the children begin to explore, this stimulates their imagination, curiosity, and sense of adventure. It is the responsibility of the staff to provide the positive role modeling that will enable each child to develop their physical, social, educational, and emotional abilities.

Each child will have experiences in the following areas:

SOCIAL DEVELOPMENT

Each day, the children will be involved in several different situations. During these times, the teachers will assist children in problem solving skills, positive interaction skills, and helping the children build their self-esteem.

MUSIC

Music is an important part of a young child's environment. Music is used to teach the children

language skills and memory skills.

ART

Children learn fine motor skills and creativity through free art as well as through structured art activities. Offering children the chance to express themselves helps in building their self-esteem.

SCIENCE

Childhood is a time of exploring. Children learn through their senses. Bringing the environment to a child's attention in day-to-day activities will help make children aware of their surroundings.

LANGUAGE

Our goal for language and reading development is to remember that each child develops at different rates. Providing the children with a variety of options will enhance a child's interest in reading and learning.

MATH

Math concepts can be taught in many different areas through the use of small manipulatives, sensory play, and gross motor activities during both small group and whole group time.

FINE MOTOR AND GROSS MOTOR ACTIVITIES

Children need opportunities to express themselves during play. By offering fine motor activities, children are allowed to express their creativity and sense of imagination. By offering a child gross motor activities, it also allows children the opportunity to develop coordination, self-esteem, and large group social interaction.

DOCUMENTATION

During spring registration or on the first day of enrollment, the proper paperwork must be completed, including the immunization card and physical form. We are required by state licensing regulations to have a complete annual medical examination on file for every child enrolled in the center. The physical examination form and immunization card must be returned to the child care center by the child's first day of attendance.

EMERGENCY PROCEDURES INTOXICATED/IMPAIRED PARENT

Access Policy

Centers are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer

who has had a record check and approval to be involved with child care **shall not** have **“unrestricted access”** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.

- **“Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care.**
- **It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**

Persons who do not have unrestricted access will be under the direct **“supervision”** and **“monitoring”** of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.

- **“Supervision”** means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.
- **“Monitoring”** means to be in charge of ensuring proper conduct of others.

Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their site manager or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
- Shall not be on the property of the child care center without the written permission of the Director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.
- The Director is not obligated to provide written permission and must consult with their HHS licensing consultant first.
- If written permission is granted it shall include the conditions under which the sex offender may be present, including:

- The precise location in the center where the sex offender may be present.
- The reason for the sex offender’s presence at the facility.
- The duration of the sex offender’s presence.
- Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
- The written permission shall be signed and dated by the Director and sex offender and kept on file for review by the center licensing consultant.

Impaired Parent

The District Child Care Center cares about the safety and well being of the children participating in the program. This concern does not end when a parent/guardian or other authorized person comes to pick up a child from the center. If a staff member observes conduct by an individual wishing to pick up a child that reasonably leads the staff member to believe the individual is impaired, the staff member may take action to address these concerns. If necessary, an authorized individual on the pick up permission slip will be contacted. If the parent/guardian decides to take the child, the proper authorities will be contacted.

Emergency Drills

Drills for fire, tornadoes, and disasters are practiced monthly. An emergency plan is posted in each room for evacuation procedures. In the event of a bomb threat, power failure, chemical spills, or other disasters, the center will be evacuated and parents will be asked to pick up their child/children at the area designated for emergencies.

Lost or Abducted Child

The following steps will be taken if a child is lost or abducted from the center.

- Immediate notification of the police will occur once an initial search of the facility has been made and rapid attempts have been made to confirm whether or not a family member may have picked up the child.
- A search will be conducted in all areas of the facility, including closets, cabinets, etc., and the immediate surrounding area.
- The parent will then be contacted.
- The Director or on site supervisor will remain at the center as the point person and to gather information/description of the child to share with authorities.

Intruder/Unauthorized Person

Intruder is an unauthorized person who enters school/center property. As the instructor, if you observe an intruder on school/center grounds, please follow the suggested protocol:

- Children will be relocated within the center and supervised by other teachers until proper authorities arrive to assist.
- Politely greet intruder and identify yourself.
- Consider asking another staff person to accompany you before approaching intruder.
- Inform intruder that all visitors must register at the main office.
- Ask intruder the purpose of his/her visit. If possible, attempt to identify the Individual and/or vehicle.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.
- Notify building administrator or law enforcement and the District Office at 515.987.5161.

If intruder refuses to leave:

- Notify building administrator to implement a building lockdown.
- Notify law enforcement and give a full description of intruder, including last known location, physical description, and known weapon or other device.
- Immediately following, notify District Office at 515.987.5161.
- Back away from intruder, with hands raised, if he/she indicates a potential for violence. Allow an avenue of escape for the individual. To the extent safely possible, maintain visual contact.
- Be aware of intruder's actions at this time (where he/she is located in school building/center, whether he/she is carrying a weapon or package, etc) Revised April 27, 2010-HHS policy change

ENROLLMENT POLICY

The child care center is licensed for 27- 29 children ages six weeks to five years of age.

Enrollment is available only to full time District employees.

Parents who are enrolled in the center will receive an information packet, tour of the center, and have the opportunity to meet individually with the Director, Child Care Managers, or on-site supervisor to ask any questions and to discuss the needs of their child. The academic school year calendar usually begins the middle of August and ends during the last week of May or the first week of

June.

We will strive to provide the best care for your child, however, if there is failure to meet center policies; failure to pay; inability of child to adjust to group experience; threat to other children, staff, or self (HHS Policy 109.4(2) "b") the child will be discharged from the center. Also, if the parent/guardian is no longer an employee of the District, then the child will no longer have services provided in the program.

A \$50.00 non-refundable fee per family is due at the time of enrollment in WEECare This fee will secure your child's spot.

Parent Code of Conduct

- Communicate any questions and concerns to the staff in a mature and private manner.
- Never discredit a staff member, parent or child, especially not in front of children.
- Work with the WEE Care staff in a positive manner on all behavioral issues dealing with your child.
- Read this parent handbook so you are familiar with all of the information in it.
- Understand all of the payment and add/change procedures.
- Please be alert when entering WEE Care sites (not on a call or texting). This allows staff to have the opportunity to relay important information to you and allows your child to have your attention at drop off and pick up times to encourage a smooth transition.

FIELD TRIPS AND TRANSPORTATION

The center will periodically schedule age appropriate field trips for the children, excluding the infant room. Field trips will be scheduled for educational as well as entertainment purposes for the children. A permission slip will need to be signed by the parent for the child to attend the trip. Parents are always welcome to volunteer on field trip day. Transportation from the District will be used in transporting children to and from the center. Any parent who does not wish for their child to ride the bus will have three options:

1. They must drive their child to and from the field trip.
2. We will work with the transportation department to assure seat belts are available for a car seat.
3. Your child will need to remain at home during the time of the field trip. Due to teacher-child ratios, children are not able to remain at the center while their class is on a field trip.

HEALTH AND SAFETY

We are concerned with your child's health and the health of the other children. One of our primary goals is to maintain an environment for your child, which is safe, clean and as healthy as possible.

We cannot prevent your child from being exposed to illness. If your child becomes ill, he/she will not be admitted to the center. Should he/she become ill during the day, he/she will be isolated from the group to rest, and a parent will be notified. You will need to pick up your child within one hour from the initial phone call. Please notify the on-site supervisor or the Director if your child has been exposed to a contagious disease.

Children should be removed from the center or kept home if they do not feel well enough to participate in the Center's daily routines, if the staff is unable to care for them adequately, or if they have a diagnosed highly communicable disease. We will continue to follow HHS protocol and adhere to any changes in the health policy as directed by the CDC and HHS.

To maintain a safe and healthful environment for your child and those around him/her, the following health policies have been established and will be enforced.

If you've observed any of the following symptoms within the last 24 hours, your child should stay at home:

- Vomiting
- Diarrhea
- Temperature of 100 degrees or higher
- Communicable disease
- Undiagnosed rash
- Drainage from the eyes accompanied by redness and inflammation of the eyelid and whites of eyes. (Child may return after **one round** of antibiotic treatment.)

Children will be sent home for the following symptoms by the discretion of the Director/Child Care Managers/on-site supervisor and may return after 24 hours of being medication and symptom free. An "I Feel Yucky" sheet will be sent home, documenting symptoms staff have observed, temperatures and times they are taken, and a date the child can return to school.

- A temperature of 100 degrees or higher (temps will be taken 15 minutes after the first initial reading to ensure accuracy)
- Repeated diarrhea (two uncontained stools)
- Vomiting
- Thick, cloudy, yellowish or greenish nose discharge
- Cough or congestion
- Lethargy or listlessness
- Loss of appetite

- Irritability or excessive crying
- Signs of discomfort or pain.
- Undiagnosed rash

We encourage all parents to keep their children home if they are unable to participate in all scheduled activities, including outside play.

If your child is sent home for the day and visits the doctor, the doctor may sign a release form stating that your child is not contagious and may return to the center. We will admit the child based on the discretion of the Director or on-site supervisor as well as protocol directed by CDC, HHS, and IDPH

Immunization Requirements

A complete and current immunization record must be on file with the center at all times (HHS 441-109.9(3)). Please obtain your immunization record from the Director or on-site supervisor at the time of immunizations and then return them the next day to the center

Medication

We will only administer prescription medication that is stored in the original container with physician's instructions. The label also must have the child's name on it, dispensing instructions and prescription number (HHS 441-109.10(3)).

Parents must sign and date a medication permission slip for all medications given to your child while they are at the center. Medication cannot be administered on an as-needed basis.

Over the counter medication requires written documentation by the doctor. This documentation must include:

- Child's name
- Name of medication
- Required dosage/times to be given
- Reason for medication

The staff will document all medications given to children in our care. Medication forms will be maintained in the child's classroom.

Children who require medication on-hand for allergies must have an action plan on file in addition to a completed medication form. Staff will monitor medications for expiration dates and notify the parents if one is approaching.

All medications will be kept in areas inaccessible to children. Medications that need refrigeration will be kept in a lock box in the refrigerator in the staff lounge.

Medications that do not require refrigeration will be kept in a lock box in the on-site supervisor's office. Please do not leave medication in your child's diaper bag or backpack. Over the counter medications will be sent home once the end date on a medication form has passed.

Topical medicines such as sunscreen, ointments, creams, etc., may be applied only with written permission of the parent. A special medication form is provided for this purpose.

NUTRITION

Payment for a nutritious lunch is included in the child care fee. The lunches will be provided by food service within the building. Snacks will be ordered in bulk as well. Whole and 1% milk is offered at morning snack and lunch. 100% juice is offered at the afternoon snack. If you feel that your child is not ready for juice, or choose for them not to have it, you must provide a credible substitute. Please see the supervisor for a list of credible items. Any substitutions must be accompanied by a parent/doctor note. If your child has a food allergy, we will ask you to provide a note from your child's physician that specifies what the allergy is and what foods may not be eaten. A list of all children and their allergies will be posted in the classroom and a copy of the accommodation form will also be given to food service. We will accommodate any children that have allergies and offer a substitute item for them. Any foods brought from home must meet the nutritional requirements set by the USDA child and Adult Food Program. On a limited basis snacks such as birthday cakes or cupcakes may be provided as long as they are pre-packaged with the ingredients label available.

Guidelines for Severe Food Allergies

The incidence of severe food allergies in the general population is increasing. Anaphylactic shock can be caused when an allergic person is exposed to even a small amount of the allergen. Exposure can occur by swallowing, touching, and/or inhaling airborne particles or absorbing residues from other surfaces. Peanuts are the most common cause of fatal food reactions. Studies have shown that the school is by far the most common place for a fatal allergic reaction to occur. In order to minimize the incidence of life threatening allergic reactions, the District will maintain a system-wide emergency plan for addressing life threatening allergic reactions. ([Board Policy 504.12](#)). Training and education for District employees, as well as building based student education, will occur to raise the level of awareness. Further, the District will utilize proactive procedures to minimize the chance of a child experiencing a life threatening allergic reaction.

School staff and parents in classrooms where one or more students with a life threatening allergy will be notified of the health threat and be provided with a list of foods and materials to avoid. The District requests that parents and students avoid including peanuts and peanut products in lunches and snacks in grades PreK-12.

NO HOMEMADE TREATS OR FOOD ITEMS, for students, will be brought into our schools either by parents or staff. All treats must be commercially prepared and packaged for distribution with intact ingredient labels. Classrooms with students who have life threatening allergies may have more specific guidelines.

Food preparation as related to the curriculum may occur during nutrition lessons and food and candy items may also be used as a part of a craft project.

Only non-food manipulatives will be used in classrooms. Peanut butter jars will not be used for storage of manipulatives.

VISITING PETS ARE PROHIBITED in our schools unless they are service animals or part of the approved classroom curriculum unit. Classroom pets will be allowed if their food and bedding do not include nut products.

Whenever students travel on field trips, a clear plan to activate EMS will be in place. The District Transportation Supervisor will be notified of student(s) who have life-threatening allergies and it will be the supervisor's responsibility to communicate this information to drivers.

Lunchroom Procedures:

- All students and staff are encouraged to wash their hands with soap and water after eating and/or handling food. Children who consume cold lunch will be required to wash their hands before they go to the playground or back to their classrooms.
- All lunchrooms will identify tables that will consistently be used for school purchased lunch and others for cold lunch. Should a student with a peanut allergy choose to bring a cold lunch, that student will eat his/her cold lunch at the same table as students eating school lunch.
- The school will also promote a "No Food Trading" and "No Utensil Sharing" policy.
- After lunch, students with food allergies will place their lunch containers in a separate location (health office) prior to going out for recess. Similar guidelines will be followed when students participate in field trips.
- Lunchroom tables will be cleaned after each lunch shift.

OUTDOOR PLAY POLICY

Cold weather: Fresh air and healthy outdoor activity are highly recommended for children. Proper dress includes boots, hats, mittens, snow pants and coats. Children will be going outside daily for at least brief periods of time. When the temperature is in the 20-degree range, factoring in the wind chill, children ages three and older will be outside for five to ten minutes. Under age three will go out when the temperature is 30 degrees or higher with the wind chill factored in. If a child has been ill and the doctor sends a written request that the child may not go outside the child will be placed in another room only if there is space available based on child to teacher ratios. Warm weather: Sunscreen is applied daily during the months of August-October and April-May. Sunscreen is to be applied at home in the morning. The center will reapply sunscreen before lunch recess and in the afternoon. Parents must supply sunscreen for use at the center and fill out and sign a lotion form once a year. Please mark with the child's name and provide any directions different from the reapplying in the afternoon. Temperatures will be monitored for daily outdoor play.

PARENT INVOLVEMENT

We strongly encourage parent involvement in every aspect of our program. Parents shall have unlimited access to their children and to the provider caring for their children during the center's hours of operation unless parental contact is prohibited by court order. The center will provide monthly newsletters, daily sheets for the infants, and weekly sheets for the two to five-year olds on the Brightwheel app. Evaluations are completed once a month for each child. Evaluations are available to the parents via GoogleDocs or a printed copy can be provided. Conferences will be held in the spring to inform you of your child's progress in all developmental areas. If you need a conference at any other time of the year, please contact your child's teacher to coordinate a time to meet.

An orientation and open house will be held the week prior to the center's fall opening. The orientation will include a group parent/guardian meeting or scheduled individually with families requesting visits to individual classrooms. We encourage you to bring your children so they become familiar with the center and the teachers. You may also bring in your child's diapers, wipes, blankets, change of clothes, etc. to be ready for the first day of school.

PERSONAL BELONGINGS

Infants

Parents are required to supply diapers, wipes, multiple changes of clothing, formula and bottles already

pre-made and **clearly marked with the child's name**. Unused formula, once warmed, will be dumped out after one hour of initial feeding. Until a child is ready for table food and whole milk, the parent must supply baby food and formula or breast milk. Parent-provided finger foods, such as puffs, Cheerios, etc., must come in their original packaging and be labeled with the child's name. Infants up to 12 months of age will be placed on their backs in their own crib. Each crib will meet the standards and guidelines reviewed/approved by the U.S. Consumer Product Safety Commission [CPSC] and ASTM International [ASTM]. Bumper pads, bibs, pillows, animals, Wubbanubs(or similar items) and blankets will not be allowed in a child's crib due to the risk of Sudden Infant Death Syndrome (SIDS). Non-swaddling sleep sacks are allowed. Parents, infant room staff and on-site supervisor will sign a Safe Sleep Policy at the start of the year, agreeing to the above requirements.

Children Two-Five

Each child should bring a blanket and a full change of clothes that can be left at school, including shoes. These items should be **clearly marked with the child's name**. Please provide the children with coats, hats, mittens, snow pants, and boots during the winter months.

PHILOSOPHIES AND GOALS

The District Child Care Center will provide a safe, fun, and open environment for the children as well as for the parents. By recognizing that each child comes to school with different needs, expectations, and interests, it is our responsibility as educators to accept each child as an individual and be aware that each child develops at their own rate. We also believe that by providing your child with the best and most current educational programming, it will help enhance a child's self esteem, interest, and motivation to learn. Developmental programs for children six weeks to five years of age will be provided. Each child will have experiences in the following areas:

- Social Development
- Music
- Art
- Science
- Language
- Math
- Fine Motor and Gross Motor Activities
- Healthy Food Choices

We believe that children have positive attitudes when they are in a positive environment, which then creates positive learning.

The center will run on the District schedule. The center will be open on teacher in-service days but will be closed on snow days, holidays and no school days. The center

will also be closed during the summer. The center will be open Monday through Friday from 7:00 a.m. until 5:00p.m. WEE Care is licensed by the Iowa HHS.

POSITIVE GUIDANCE AND BITING POLICY

Our goal is to provide support and guidance to help your child deal with conflicts and changes, to help your child accept responsibility for his/her actions, and to help your child develop self-control and discipline. This perspective is the same in regards to incidents of biting. Teachers use the following techniques to foster positive self-concept of children when guiding their behavior and in cases where biting occurs:

- Assess the situation – who is involved, what was happening and where was the teacher at time of incident.
- Redirection-offering an alternative or positive choice.
- Positive statements-telling the children what the behavior is and then modeling that behavior in role-playing situations.
- Giving attention to the child who is hurt before giving attention to the child who has hurt someone.
- Guiding children to use “I” statements to verbalize their feelings.
- Giving the child time away to calm down and regain control.

In cases where a mark is left on another child as a result of biting or other injury, the staff will notify both parents as soon as the situation is under control. The staff will complete an incident report listing the details of the incident for the children involved. Documents will be held by the staff until parent pick up. At pick up time, the parent of the individual child will be shown and asked to sign one copy of the report that will be placed in the child's file for documentation.

In situations where biting occurs, the following first aid procedure will be followed:

- For a surface bite, ice will be applied to reduce any swelling or bruising.
- For a bite that breaks through the skin, the area will first be cleaned with soap and water. Bite mark will be bandaged and the child will be monitored for any changes. The parent will be contacted.

Disruptive/unsafe behavior or biting, which does not respond to intervention, will require the Director, on site supervisor or teacher to contact the parent. The parent and teacher will then meet to develop an individual plan to meet the needs of the child and the center. Revised

April 27, 2010-HHS policy change.

The following sources were used in preparation of the handbook:

- Iowa Department of Health and Human Services Child Care Centers and Preschools Licensing Standards and Procedures. April, 2010
- Iowa Quality Preschool Program Standards. (Iowa Department of Education)
- National Association for the Education of Young Children.
- National Health and Safety Performance Standards. U.S Department of Health and Human Services. January, 2002
- USDA Child and Adult Care Food Program Standards

RESPONSIBILITY TO PROTECT CHILDREN

All staff and other District employees working directly with children are mandatory reporters of suspected child abuse. Employees are required by law to report any suspicion of physical, sexual, or emotional abuse.

REST AND NAPTIME

For the health and well being of every child, a naptime or rest time is provided every day. A small naptime comfort item such as a stuffed animal is welcome for those children who need comfort away from home. The naptime comfort item must fit in your child's cubby. Each child will be required to lie quietly for the first 30 minutes of naptime and will be given quiet choices provided by the center for the remainder of naptime if they are not sleeping.

TUITION AND PAYMENT POLICIES

Tuition rates are based on the age of the child and at a full-time rate only. If your child has a birthday that will change the tuition rate the Director or Child Care Manager will figure out the daily rate for each age group and pro-rate your amount the month of your child's birthday.

The center requires a two-week written notice when withdrawing your child/children from our program. Two weeks tuition will be charged if the minimum notification is not followed (unless approved by the Chief Operating Officer).

PAYMENT INFORMATION

Wee Care is a self-supporting program financed by parent's monthly fees. The cost of supplies, staff salaries, food, transportation fees and other expenses are derived

from fee payments. Please contact the Director of Child Care Services at 515.987.5161 if you cannot make a payment. Failure to make payment or arrangements may result in termination of child care services.

Fees

Fees will be billed on the 20th of the month prior. Payments are due on the 25th, a late fee will be assessed if payment is not made by the 27th. If payment is not made by the first day of the month, then care will be terminated until full payment is made.

Tuition will need to be paid August through April.

Year-end statements may be accessed online.

Late Payments

Payments received after the 27th of the month are considered late. A late charge of \$25 per child will be charged to your account. If payment is not received by the first day of the month, child care services will be terminated until payment is made in full.

Payments may be made by a personal check, money order, cash, or on RevTrak located on the District website. All payments other than online payments will need to be mailed or dropped off at Vince Meyer Learning Center prior to the due date. Payments will NOT be automatically deducted. If you are notified that your personal check is returned for insufficient funds, payment needs to be made in cash within three banking days. You will then be required to pay by cash ONLY. Once personal check privileges have been taken away, they will not be reinstated. The Director of Child Care Services reserves the right to terminate child care services if payments are chronically late or withheld.

WEATHER POLICY

In the event of severe weather or weather-related emergencies, the following policies are in effect:

School Cancellation

If school is canceled due to inclement weather, snow, or ice, then the program will be **CLOSED** as well. For the safety of the children and the staff we will not be operating on school cancellation days. If school for any reason moves to an online learning model, WEE Care WILL be operating. Hours of operation and location may vary.

School Early Dismissal

If school dismisses early then WEE Care will close early as well. Parents are required to pick up their child within one hour of dismissal time to ensure the safety of everyone traveling home.

School Late Start

If school starts late, WEE Care will start late as well. For example, with a two-hour late start, WEE Care will open at 9:00 am instead of 7:00 am.