

Parent Handbook

OUR PROGRAM

Our purpose is to provide the very best environment for young children. Although the program may seem very informal, the curriculum, and the Center are set up to be "Discovery Learning" experiences. What this means is to provide the materials, guidance, and opportunity for youngsters to learn at an appropriate rate for his/her individual level of development. In our planning, staff utilizes their knowledge and center resources to design activities that fit individual and group needs of young children. Each child is an individual, so many varied opportunities will be introduced to enhance development in physical, social emotional, and intellectual areas.

Our staff is trained in Focused Portfolio. The Focused Portfolios process involves teachers authentically assessing children by carefully observing them in everyday interactions in the classroom. Teachers put together a simple but comprehensive portfolio which captures the learning, documents observations, and relates the child's development to recognized milestones. . Staff will use these milestones for curriculum planning, individualizing curriculum and parent conferencing.

We know that PLAY is a young child's work. Children learn best through hands-on experiences and through active participation. Our main emphasis will reflect this knowledge. Large blocks of free play and short periods of teacher guided experiences will be alternated through the day. Trained staff are always available for assistance, guidance, and encouragement as your child moves through the learning process.

Materials will be available for self-expression-blocks, clay, paints, water, sand, and mud. There are also materials available to lay basic foundations for academic areas including language arts, science, math, and social studies. Puzzles, games, stories, singing, and rhythm activities will be a part of each day. Opportunities for large muscle activities and vigorous play will be available each day.

Although the program seems informal, a relaxed setting can still provide a consistent sequence and a basic routine that is followed each day. Young children need consistency to

provide a feeling of security. Our program makes every effort to provide consistent staff and to keep change at a minimum. To prevent overtiring, a schedule of active and quiet play alternate throughout the day.

NAEYC ACCREDITATION AND THREE STAR FACILITY

Our program is proud to be one of an elite group of programs in the state to have obtained National Accreditation through the National Association of Early Childhood Education. This is truly a mark of quality and excellence in programming for young children. We are also a Three Star Facility.

Parent Association

We have a Parent Association which assists us in several ways. Membership is an option available to all parents/guardians. The Association gives us input as to topics of interest for our Parent Meetings. They organize and assist with our various parties. This association has one formal meeting a year to offer ideas and suggestions for program improvement. The Parent Association questionnaire gives parents/guardians opportunities to express their views on multi cultural emphasis plus an opportunity to volunteer their expertise. The questionnaire also provides families an opportunity to volunteer as a guest speaker or to provide a demonstration on a given topic. It also provides parents/guardians an opportunity to participate in the early screening and developmental testing offered by the Oklahoma City-County Health Department.

Indoor Play

Self-selected learning blocks will include planned learning centers and activities that relate to academic, social, physical, emotional, and motor development. Specific units (see tentative schedule) of study will be going on through the year with information available as new things begin. Remember, learning should be fun; so when children are laughing and having fun, relax and enjoy the experience with him/her.

Outdoor Play

Activities in which large muscles are used are very important to a child's development and health. Outdoor time is planned daily unless the weather is severe. The length of outdoor time may vary. We are unable, due to staffing, to keep individual children indoors. Proper clothing should be sent or labeled and left at school to ensure the child can be properly dressed for outdoor time.

Communication

Communication between parents and staff regarding children is extremely important in meeting the needs of our children. If you wish to leave a note for your child's teacher, it is best to leave it on the director's desk. The message will be delivered as soon as the director arrives for the day. In addition, the younger class sends out daily notes, the older two groups, weekly notes. We have an incident report form for those minor accidents that parents need to know about.

We send out monthly newsletters, brochures, informational handouts and reminders. You will find a Parent Bulletin Board and a Parent Resource area in the entry area. Teachers many times send individual notes or make phone calls when there is a concern. We make available both blanket and individual notes on the computer screen at check-in/out time. Finally, we publish our monthly newsletter, notes and various thumbprint photo galleries on our web page: www.eoctech.org

Class Assignments and Waiting List

September 1 birthdate cut-off sets class assignments and contract fees-in accordance with public school policy. For the most part, groups of children remain together as a class until the following August. At this time children will promote to the next appropriate class based upon their birthdate.

Basically, applicants are accepted in the order of receipt date of completed Waiting List form and enrollment fee. Other factors may go into the ranking on the waiting list; however, such as need for full- or part-time care. Requesting how you rank on the waiting list is therefore, a very complicated and illusive subject. We will send out an annual waiting list update survey each spring. At this time we are able to compile information concerning families' continued

child care needs. From this information we are able to begin building summer and fall classes. If you are on the waiting list, please be sure to return the survey. If you do not return the survey, we will assume you no longer wish to remain on the waiting list.

We are fortunate to have several support services available. The expertise of these agencies and individuals can be consulted for suggestions on programming and placement. This provides the most successful schedule and learning environment to meet individual needs. The order of enrollment may be altered through administrative approval to address special circumstances. The Center administration reserves the right to address special circumstances. The Center administration reserves the right to balance groups.

Dear Parents,

We would like to welcome you to the Eastern Oklahoma County Technology Center, Child Development Center. We are happy you have chosen to share your child's precious years with us.

The need for quality child care programs is great. To help meet the needs of training and quality care, our Child Development Center was established.

The goals of our Center include:

To prepare well-trained personnel for careers in the field of child care.

To provide a loving caring environment and a model child care program for young children.

To support the state and federal guidelines in an effort to improve the overall quality of child care in the state of Oklahoma.

We ask for your cooperation and support as we strive to provide the best experiences and care for your child.

Sincerely,
E.O.C. Tech
Child Development Center

GENERAL INFORMATION

The E.O.C. Tech Child Development Center (C.D.C.) is in session Monday through Friday from 6:45 a.m. - 5:30 p.m. throughout the school year. Times may vary slightly for summer schedule depending upon the needs of our clients.

The holiday schedule includes all school holidays as well as Winter break, summer break, spring break, and fall break. Dates will be provided to parents through our annual tentative schedule and our monthly newsletters. These holidays will not be charged to parents. Anytime the Center makes the decision to close, no fees will be charged to parents.

Closure due to bad weather will be announced with school closings on local television and radio stations. Closure of two or more feeder schools will constitute our closing. These are no-fee days. If an early closing is required, there will be no refunding for partial day.

The Arrival and Departure process will utilize our North lot area. When parking in this area, please turn off the engine and remove the keys. Young children should not be left unattended in a parked car. Children must be brought inside the C.D.C. by a responsible adult. The person delivering the child will be required to clock the child in on the computer and make the child's teacher aware of the child's arrival. Departure procedure also requires a responsible adult to enter the Center and clock out prior to leaving. Only individuals listed on the Day Care Card will be allowed to leave the Center with that respective child. If someone other than an approved person is to pick up the child, the parent/guardian must follow proper procedure in notifying the Center.

The Center cannot refuse to release a child to a parent who shares legal custody of that child. If you do not authorize your child's other parent to pickup your child you must provide the

Center with a legal certified copy of the court order awarding custody solely to you or denying custody to the other parent. If legal custody is a concern:

* Legal documentation must be provided including terms of visitation and custody.

* I.D. and prior notice of any change will be required before the child will be released.

* For the protection of all the children we serve, we do reserve the right to decline as the pick-up and drop-off site.

The Child Development Center strives to exercise reasonable control in not releasing the child to someone who has no right to the child. The custodial parent must inform the Center of visitation rights or changes in the legal document and provide copies of that legal agreement.

Daily Schedule

May vary some as age groups are divided. This is a general schedule.

6:45-8:30 Arrival, health check and self-selected activities

8:15 - 9:00 Handwashing /Breakfast** *

9:00 - 11:00 Group activities, stories, songs, rhythm. activities, art, self-selected learning activities and outdoor time

11:00 - 12:00 Handwashing/Lunch** *

11:30 - 1:15 Bathroom break, story, naps, rest and quiet time

1:30 -2:15 Self-selected learning activities both inside and outside plus group activities, stories, song and art

2:15 -2:30 Handwashing/Snack** *

2:30 - 5:30 Continued self-selected learning activities both inside and outside plus group activities, stories, songs, rhythm activities, art and departure. As individual teachers go off-duty, classes begin to combine.

**If you plan for your child to eat breakfast, lunch, or snack; they must be present during the designated times. All food is discarded at the end of serving time; therefore, there will be no food available if your child arrives late.

Because we participate in the CACFP* program and are licensed under DHS, we must follow all of their guidelines. For this reason we cannot allow any food or snack food from home to be brought or served at school. If your child has any food allergies, such as milk, we must have a doctor's statement on file pertaining to the allergy and what we can serve in the affected food's place.

*This facility is operated in accordance with U.S. Department of Agriculture policy which prohibits discrimination on the basis of race, color, sex, age, handicap or national origin. Any person who believes that he or she has been discriminated against in any USDA-related activity should write to the Secretary of Agriculture, Washington, D.C. 20250

Parents

Parents are always welcome to visit and participate! We have a very active Parents' Association. We want to make your child feel happy and secure. Your involvement in our program adds excitement. Parent "get-togethers" are planned several times through the year. A bulletin board for parents, a newsletter, weekly notes from the teachers and a lending library are available to keep you informed on Center activities and the latest in parenting. Please let us know about problems and concerns.

Child/Parent Orientation

We recommend that parent(s)/guardian become familiar with the Child Development Center through a pre-enrollment visit and by visiting with the Program Coordinator/Director. Children may become familiar with the Center through a pre-enrollment visit or by gradual introduction into the program.

Toys

Children should not bring toys from home. We have a good selection of items and activities for your child. Home toys get broken and lost. Please check your child's pockets and backpack before leaving home. Home toys will be put in the director's office and returned to a parent at the close of the day. An exception to this would be one cuddly to be used only during nap time.

Video viewing is limited to educational purposes only. Appropriate early childhood practices, NAEYC recommendations and copyright laws limit our viewing commercial videos. Please do not send favorite videos from home.

Birthdays

Birthdays are a very special event for young children. If you wish to provide a special snack or "a treat bag", please coordinate it with your child's teacher at least a week in advance. All birthday treats and celebrations will be during our regularly schedule snack time. Store- or bakery- purchased items only can be sent as treats. If you wish to bring a snack for the day, 40 items must be brought; * *or if you wish your child to distribute items in the form of treat bags, his/her group number only must be provided. Work with your child's teacher for suggestions and scheduling. Providing birthday treats is not a requirement. Each child will receive a birthday hat and song even if you choose not to provide treats or snack. This activity should not substitute for a home birthday party.

* * Please check with teacher to receive the exact number needed.

Special Events

Holiday Parties are a joint effort of the Child Development Center and the Parent Association. Parents are encouraged to participate in any/all celebrations. For insurance reasons siblings cannot be included in our parties, field trips or any other special event. This is your child's special time; please make alternate arrangements for brothers and sisters.

We have many guest speakers throughout the year; however, we have only one field trip. This is taken in the spring. Again parents/guardians are welcome. Other arrangements must be made for brothers and sisters.

Conferences

Formal conferences will be held once a year. If you feel additional exchanges are necessary talk with your child's teacher or the Director to schedule a time. Please limit conferences to arranged times; arrival and departure times are usually very busy times for the teachers. The teacher's attention will need to be with his/her assigned group. Specific individual conferences may be necessary to discuss behavior concerns, adjustment issues, etc. If after consultations, problems persist, we reserve the right to dismiss any child from the Center. We must ensure a quality learning environment (including safety and respectfulness) to all our clients.

FEES

Fees for the Eastern Oklahoma County Tech Child Development Center are listed in the Child Development Center enrollment packet available from the Director. Because we try our best to fairly meet the needs of each and every family, we do accept part-time contracts in the two older groups. For adjustment purposes we do not accept part-time contracts in the youngest class. Parents are responsible for full payment of contracted days regardless of days in attendance. Termination of care requires a two-week notice. If two-week notice is not provided, parents will be billed for two-weeks of care regardless of attendance. Parents need to understand that when you contract for only part of the week, we must try to offset your child with another child. Because of this, no trading days will be possible in most instances, even for the purpose of field trips or parties. If the age group is not full, additional fee days may be added.

Fees must be paid in advance. Fees may be paid in cash; by check or money order payable to E.O.C. Tech Center. The fee is due on Monday of each week. A one time fee of \$30 is required for enrollment and/or to be placed on the waiting list. Receipts will be given for each payment and should be used for tax purposes and "cafeteria" plan receipts. Supply fees of \$20 will be due in September and in February.

Late Fees

If fees are not paid by close of business Tuesday there will be a \$10.00 late fee charged. If fees are not paid by Friday, and if there is another child on the waiting list for this class; enrollment is terminated, and the slot will be filled with the next waiting applicant. As a nonprofit center, we cannot afford to provide a quality program if child care payments are delinquent.

Returned Check Fees

The charge for the first returned check will be \$10.00. If a second check should be returned, there will be a \$15.00 charge. If we receive a second returned check, a cash payment will be required on all future transactions.

"Summer Out"

If you opt to take "summer out", you must pay two weeks' non-refundable tuition in advance of services to reserve your space for the fall semester. If your child does not return to the CDC in the fall, your tuition will not be refunded. This fee is due the last day of your child's attendance in May. This simply covers the two weeks notice of termination. If the child does return, this fee is used toward the first two weeks of attendance.

Attendance

When you contract with us for care, we secure staff, meals, etc., for your child for these contracted days. Therefore, if you choose to keep your child out for any period of time, you are responsible for those fees. There is no reduced rate for children who are out several days with a mild illness.

Absence

If your child will not be coming on a particular day, call and let us know by 9:00 a.m. This enables us to plan accordingly.

If a child is ill and absent for seven consecutive calendar days, and the Director or Coordinator is notified at the onset of illness, fees may be waived provided a doctor's statement is obtained. This policy is reserved for situations that pertain to health matters requiring hospitalization or for isolation during contagious period of normal childhood illnesses as prescribed by the Good Health Handbook

If a child is absent for one full week, and neither the Director nor Program Coordinator are notified the child may be dropped from enrollment if there is another child on the waiting list for this particular class.

Vacation and Holiday Credit

No fee is charged for scheduled legal holidays listed in our tentative schedule provided you. Days the Tech closes for bad weather are also no fee days. You will not be charged for Christmas Break, Spring Break or the one week the Center is closed for summer vacation. Should you plan any additional vacation time, it will be a fee week. A tentative schedule will be provided at the beginning of each school year plus a supplemental summer schedule. Please keep these on file for later reference.

Late Pick-Up

An overtime charge will be made when children are left past our 5:30 p.m. closing. The charge will be \$10.00 for any portion of the first 15 minutes. An additional \$5.00 per 5 minutes will be charged thereafter. Please remember our teachers need their personal time in order to be at their best the hours they spend with your child. Notify the Center in the event you may be late so scheduled staff can assure a worried child you are on your way.

Clothing

Children will be involved in many creative experiences and are encouraged to explore and discover in many situations. Be sure that clothing children wear does not inhibit this freedom. Parents need to be prepared for the rocks, rubber, and bark on our playground and the several unique situations that these rocks precipitate.

The following suggestions may be helpful in selecting appropriate clothes:

Be easy for the child to put on and take off. Check snaps, buttons, and zippers.

Be loose enough to provide freedom of movement.

Be durable enough for vigorous outdoor play.

Be inexpensive enough so soiling, damage, or loss will not be a concern.

Shoes should be sturdy and low-heeled; no flip-flops or open toed sandals. Cowboy boots can also be a hazard. These will be assessed on an individual basis.

Children 3 years and older should have one change of clothes. Those being potty trained should keep several extra changes of underwear at the Center. Please mark all clothes with a permanent marker before bringing them to the Center, including coats and jackets. Because regulations concerning blood borne pathogens are becoming stricter, we no longer laundry clothes soiled with body fluids. Please check cubbies regularly for plastic bags containing these items.

Smocks are provided for painting. Staff will take normal precautions to protect children's clothing.

HEALTH

In accordance with Oklahoma State Licensing Requirement the parent or guardian must submit a statement certifying the child's name, date of birth, name of parent(s), home address, parents' place of employment, and telephone numbers; the name and telephone number of responsible person to contact in an emergency if the parent(s) cannot be located promptly; permission of the parent authorizing the center to transport the child for emergency medical care; name of person(s) permitted to pick up the child; health information; current immunization record; and name, address and telephone number of a physician to call in an emergency.

Immunizations

Required immunizations include the following:

Birth Hep B

2 months DTP/DTP, OPV, HIB, Hep B

4 months DTP/DTP, OPV, HIB

6 months DTP/DTP, OPV, HIB, Hep B

12-15 months DTP/DTP, HIB, MMR,

Varicella

2 years Hep A

2 years Hep A

4-6 years DTP/DTP, OPV, MMR

State law requires written documentation that children have received immunizations at the medically appropriate time for admission to day care. Children who are ill at the time they are due for an immunization should bring a doctor's statement to that effect. A periodic check will be made to insure that each child's immunizations is kept up to date.

We also require an annual check-up. Dates for the last physical and the appropriate immunizations will be checked upon enrollment and then monitored throughout the time your child is with us.

Exclusion for Contagion

Parents are asked to notify the teacher if the child develops a contagious disease or has been directly exposed to one. When a child has been exposed to a communicable disease at school, the parent will be notified.

Keep Your Child Home (according to recommendations in Good Health Handbook)

if he/she has symptoms of a communicable disease (sniffles; reddened, mucousy eyes; sore throat; headache, abdominal pain; green nasal discharge; or fever)

If he/she has been on an antibiotic less than 24 hours

If he/she has diarrhea

If he/she has registered a temperature within the last 24 hours

If he/she has vomiting

If he/she has a rash associated with communicable diseases

If a child is sent home from the Center due to any one or a combination of any of the above symptoms, the child should remain at home until they are recovered and are no longer contagious. Following an absence for a contagious disease, a doctor's permit may be required for re-admittance to child care. A parent will always be called in the event of fever, vomiting, or diarrhea. Please make arrangements for someone to come after the child as quickly as possible. If a child is not well enough to fully participate in the program, then he/she should be kept home. We cannot provide supervision for just one child inside while the teacher and other children are outside or while one child is needing "special care" when not feeling well enough to fully participate.

Medication

If a child needs medication, the parent or guardian will sign daily an authorization as prescribed by the Department of Human Services. The medication report must state the child's full name, the name of the medication, the amount and time to be given. The report is to be signed and dated by the parent. All medications must have a label with the child's name (not the name of a sibling). Medication must be in its original container with prescription or directions still attached. Over-the-counter medication can be given only with specific instructions on medication and a label with the child's name on the bottle. Please do not send a single dose or a single pill in a plastic bag to be administered to your child. All medication must be in its original container. No medications will be given without written permission. Out-of-date medications will not be given. If prescribed dosage is different than printed recommendations a doctors statement should accompany the medication. We do reserve the right not to administer some medications. We request morning and evening dosage be given by parents. We will administer a noon/lunchtime and snack-time dosage.

Daily Health Check

Each day when children arrive, they will be given a health check for symptoms of colds, fever, contagious diseases, etc. Parents are asked to come in with their child, take child to their assigned age group, and report any health concerns to teacher. The staff will be alert through the day; and should any signs of oncoming illness be noted, the child will be isolated from the others. The parents will be called to pick the child up. If parents cannot be contacted, the Center staff will notify the individuals noted on the child's registration card as an emergency resource. Please make sure we are notified of any number changes or changes for a particular day.

Abuse

A child showing signs of abuse must be reported to the Department of Human Services. Staff members will be required to report signs of abuse for the child's protection.

Emergency Procedures

In case of accidental injury or acute illness an immediate attempt to contact a parent will be made. If necessary, we will contact an ambulance or paramedics. Until the arrival of a parent; the physician, paramedic, Director, or Program Coordinator will be in charge and make decisions about the care of the child. You will be expected to assume responsibility for any resultant expenses for injuries incurred through normal play activities.

If a child must be transported to the hospital, the following address will apply:

Midwest City Memorial Hospital

2825 Parklawn Drive

Midwest City, OK 73110

(405) 610-4411

The parent/guardian will be contacted and a child care staff member will remain with the child until the parent arrives and is informed of the situation. Written reports of all accidents will be submitted to the Director and a copy placed the child's folder.

Fire and Tornado Procedures

Specific procedures are provided for Center staff members and children to follow in case of fire or tornado. These procedures are posted and will be practiced through monthly fire drills and quarterly tornado drills. Exit routes are clearly marked in the Center. Parents will be notified as soon as possible in case of an emergency.

Emergency Evacuation

In case of an emergency evacuation, contact Choctaw High School. We will have made arrangements with them for a "safe place" until parents are able to arrive for their children. Emergency evacuations would generally occur in the case of fire, tornado, environmental hazards, etc.

Food and Nutrition*

During the regular program day, the children will be provided nutritious meals and snacks according to CACFP* meal pattern requirements. Weekly menus are posted on the parent bulletin board for your convenience. Copies are usually available in the parent resource area for those who wish to take copies home for reference. The Center is required by CACFP* to have documentation on file for children who are unable because of medical or other special dietary needs to eat certain foods. Substitutions due to medical needs must be supported by a statement from a recognized medical authority and should include recommended alternate foods. Meals are served at the following times:

8:15--9:00 Breakfast 11:00--11:45 Lunch

2:15--2:45 Snack**

If you plan for your child to eat one of the meals, please have them at the Center during serving time. For health reasons, food is disposed of at the end of serving times. Exceptions are made for kindergarten students-meals are saved in the best, most healthy manner possible. If you bring your child in after serving times, please make arrangements to feed your child before arrival at the Center.

**Summer meal schedules are adjusted ahead one hour.

No outside food is to be brought into the Center. Please do not allow your child to bring chips, cookies, gum, cereal, or candy to school or in their bags. It will be immediately disposed of by a teacher. All party and birthday treats must be store bought.

*This facility is operated in accordance with U.S. Department of Agriculture policy which prohibits discrimination on the basis of race, color, sex, age, handicap or national origin. Any person who believes that he or she has been discriminated against in any USDA-related activity should write to the Secretary of Agriculture, Washington, D.C. 20250

Rest

Quiet times and activities will be scheduled throughout the day to provide rest for the children. The Center will have several quiet areas available at all times if a child needs rest or just a quiet time out.

A regularly scheduled rest period of 1 « hours will be scheduled in the early afternoon. There will be flexibility for those that need more rest. During this time, all children will be placed on labeled individual cots. The children are not required to sleep, but the Center will be quiet and conducive to rest.

Each child will be provided with sheets and blankets by the Center. These will be laundered on a weekly basis or more often if necessary. Feel free to send a favorite pillow, blanket, or cuddly if you feel your child will rest better with something familiar. Please do not send hard toys, cars, or action figures which are not conducive to rest.

Staff

Keep in mind our purpose is to provide the best care possible for your child. The Eastern Oklahoma County Tech Child Development Center employs a regular staff to provide continuous and constant care and appropriate learning activities for the young child. Staff members are trained in child development/early childhood education and continue training through in-service, workshops, and conferences. In addition to professional staff, your child

will benefit from the added experiences and enthusiasm provided by student trainees from our Child Care Training Program. The students will be working in the Center with your child on a daily basis.

Please share with us your concerns and suggestions. We want our program to be the best. If we work together, we can provide the very best care for your child.

Final Note

EOC Technology Center CDC reserves the right to discharge any child for behavior deemed to endanger the health, safety, and welfare of the other children and staff.