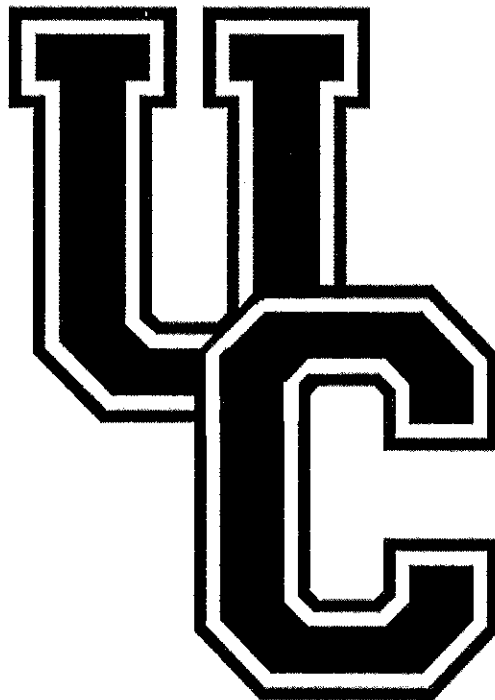


**United Community
Summer Childcare Center
Parent Handbook
2019**



1284 U Avenue - Boone IA 50036

Phone 515-432-5319

Toll Free 877-455-9044

Ext 1 South Bldg (2nd - 6th grade)

Ext 2 North Bldg (Preschool - 1st grade)

Ext 7 Childcare (North Bldg)

Email: daycare@united.k12.ia.us

bbaldus@united.k12.ia.us

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Equal Opportunity Employment and Non-Discrimination Statements

The district will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. The district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, sexual orientation and gender identity in its employment and personnel practices. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Advertisements and notices for vacancies within the district will contain the following statement: "*The district is an EEO/AA employer.*" The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator at 1284 U Ave, Boone, IA 50036 or by phone at 515-432-5319.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, www.eeoc.gov/field/milwaukee/index.cfm or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, www.state.ia.us/government/crc/index.html. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central office.

The United Community School District does not discriminate on the basis of race, color, national origin, gender, 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. Any person inquiring about or seeking assistance with the District's compliance with equity regulations may contact the person, who has been designated as the coordinator of the District's efforts to comply with these regulations. UCSD 1284 U Ave, Boone, IA 50036 | 515-432-5319. Complaints can also be directed to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319-1004, (515) 281-4121, or Region VII Office for Civil Rights, Citigroup Center 500 W. Madison Street, Suite 1475 Chicago, IL 60661-4544.

United Community Summer Childcare Center

Philosophy

The goal of the United Community Summer Childcare Center is to provide a supportive, enriching, and adult-supervised environment.

The objectives of the United Community Summer Childcare Center are to:

- Provide a variety of activities to support the strengths and needs of children. The activities will include art, music, recreation, drama, small and large group projects, and swimming lessons. Activities will match children's developmental levels.
- Provide a nurturing environment where the staff and all children show respect for each other. The staff encourage children to problem solve and help resolve conflicts. Social skills will be reinforced through modeling and direct teaching.
- Providing a safe environment with staff interacting with the children to ensure that safety rules are consistently taught.
- Provide opportunities for communication between home and center is important in the development of a quality program. Communication is seen as a two-way process. Parent(s) and center staff have the responsibility for sharing information and concerns. Board Policy for communication defines resolving conflicts as close to the concern as possible.

Curriculum

Children need activities for physical, social-emotional, and academic development. The United Community Summer Childcare Center will follow weekly themes in their planning for this development. Other topics may also be added.

Daily Schedule (PS=PRESCHOOL) (K-6 in groups)

6:45 -8:30	Centers/Breakfast
8:30-8:50 8:30-9:00	PS-Just Dance/Sunscreen Groups- Sunscreen/Puzzles/Books
8:50-9:00	PS-Bathroom
9:00-9:30	PS-Recess Group Rotations 1. Games, 2. Recess, 3. Just Dance, 4. Craft, 5. Big Gym
9:30-9:50	PS-Story Time
9:50-10:00	PS-Bathroom /Hand washing
10:00-10:20	Snack
10:20-11:15	PS-Recess
11:15-11:45	PS-Story/Group Game
11:45-11:55	PS-Bathroom/Lunch Prep
11:55-12:30	Lunch
12:30-12:45 12:30-1:00	PS-Bathroom/Rest Time Prep Groups-Track/Prairie
12:45-2:45 1:00-2:30	PS-Rest Time PK-20 Min. Quiet Time/Group Activity Quiet Time/Movie/Story Time
2:45-3:00 2:30-2:45	PS-Wake Up/Bathroom Groups-Bathroom
3:00-3:20	Snack
3:20-3:45	PS-Sunscreen/Group Game
3:40-4:15	PS-Recess
4:15-5:00	PS-Games/Puzzles/Craft
5:00-6:00	Centers

Health Policies

Administration of Medication

Students may need to take prescription or non-prescription medication during summer childcare hours. The center must know the medication a student is taking in the event the student has a reaction or becomes ill. Parents must provide written instructions for administration of the medication as well as the authorization to administer the medication. These written instructions will include name of medication, dosage, time medication is to be given, reason for medication, route of administration, and length of time it is to be given. Medication is kept in a locked cabinet and distributed by the appropriately trained staff. **Medication must be in the original container with clear written instructions for proper administration.**

(Appendix, Item A)

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and the USSR. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

In compliance with the Asbestos Hazard Emergency Response Act of 1986, our school district has taken steps to ensure that our students and employees have a healthy and safe environment in which to learn or work. In conforming to that legislation, a management plan containing all past, present, and future asbestos activity is located at the business office of United Community School District, 1284 U Avenue, Boone, IA 50036. Persons wishing to review this plan may contact the board secretary at United Community School District, 1284 U Avenue, Boone, IA 50036 or phone (515) 432-5319

Biting Policy

In a childcare or preschool setting, we recognize that biting may occur, and we are ready to help children who bite learn more appropriate behavior.

We intentionally structure the day to avoid boredom, frustration, or over-stimulation. We provide a calm and cheerful atmosphere with a mix of stimulating, soothing, age-appropriate activities and multiples of favorite toys. We also work to model acceptable and appropriate behaviors for the children, helping them learn words to express their feelings and giving them tools to resolve conflicts with our help.

Our center does not focus on punishment for biting, but rather on effective techniques that address the specific reason for the biting. We will support your child whether they bite or are bitten. When biting occurs, these are our three main responses:

1. Care for and help the child who was bitten. If the skin is not broken, we apply a cold pack. If the skin is broken, we cleanse the wound with soap and water. We call the child's parents and give them a copy of the incident report, which is filled out by the teacher who witnessed the incident. The incident report is also kept in the child's file. The name of the child who bit is kept confidential.
2. Help the child who bit so that he/she learns other appropriate behavior. We address the child in a firm, calm voice, stating our disapproval of biting. We call the child's parents that same day informing them of the biting. In general, we ask parents to keep us informed if their child is biting at home or in other situations. Children who bite in our program do not necessarily bite at home. If your child is biting in other situations, it is important for all of us to correct them consistently. Communication is very important in order to help your child stop biting.
3. Examine our program to stop the biting. The teachers and members of the leadership staff analyze the cause of ongoing biting. We complete in-room assessments to determine the quality of relationship between the caregiver and the child, the environmental influences on the child's behavior, and target the social-emotional support for the child. Then, we develop a plan to address the causes of the biting, focusing on keeping children safe and helping those who are stuck in the biting pattern. After developing this plan, we arrange a meeting with the parents and share the details so you know specifically how we are addressing this problem.

While biting is never a correct action for children, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Sometimes the biting is related to teething. Other times, children bite to express feelings they can't yet articulate with words. We have also seen children bite when they are frustrated or even excited. No matter the reason for the biting, you can count on us to assess and handle the situation appropriately so it will end as quickly as possible. We want the best for all children in our care.

Communicable and Infectious Diseases

Students with an infectious or communicable disease will be allowed to attend the center provided their presence does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend the center, the student shall not attend without their personal physician's approval. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the district's blood borne pathogen exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the childcare director, superintendent and school nurse.

Their personal physician shall determine the health risk to immuno-depressed students. The health risk to others in the school district environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by the student's personal physician, a physician chosen by the district or public health officials.

A parent should notify the childcare director when their child has a communicable disease. It is the responsibility of the director to develop administrative regulations stating the procedures for dealing with students with a communicable disease. Health data of a child is confidential and it shall not be disclosed to third parties. Refer to code 507.3 (*in district policy*) for further information.

Documentation of Accident/Incidents

Policies and procedures for incidents involving serious injury or significant change in health status are reported immediately to the parent by phone call. The school may call 911 depending on the seriousness.

Policies and procedures for incidents involving minor injuries, minor changes in health status, or behavioral concerns are reported to the parent on the day of the incident.

An Accident/Incident Report will be filled out by the witnessing teacher or associate. The parent shall sign the report the same day as the incident if the child is picked up, or the report will be sent home to be signed and sent back to school the following day. A copy will be given to the parent. All Accident/Incident Reports will be placed in the child's permanent file.

Illness

In order to protect your child and other children, we have established guidelines on illness. For this reason, when a caregiver determines a child is sick or contagious the child will not be permitted to attend childcare. We will call and expect you to pick up your child as soon as possible. Please have a back-up caregiver on call to keep your child in case you are unable to miss work or class.

A CHILD CANNOT BE AT CHILDCARE IF HE/SHE HAS:

- Temperature 100 degrees . Child may return to childcare after 24 hours of normal temperature (*without medication*). If a child's temperature is 100 degrees upon waking he/she should not be brought into childcare since body temperatures rise as the day progresses.
- Untreated conjunctivitis - eye infection commonly referred to as "pink eye". The eye is generally red with some burning and there is thick yellow drainage secreted. Child may return 24 hours after treatment with medication.
- Rashes that you cannot identify must be diagnosed by a physician. If treatment is prescribed, the child may return after 12 hours with medication. In cases of more contagious rashes we recommend at least 24 hours exclusion after treatment. The child may return only with doctor's written statement of contagiousness.
- Untreated impetigo of the skin. Shows up as red pimples. These eventually become small vesicles surrounded by a reddened area. When the blister breaks, the surface is raw and weeping. The lesions occur in moist areas of the body, such as the neck, groin, under arm, face, and hands. Child may return after 24 hours after treatment with medication.
- Unusual diarrhea unchecked by a physician. Child may return 24 hours with no repeated diarrhea or with a doctor's statement that virus is no longer active or contagious. Parents should advise staff if special diet is required.
- Vomiting - child may return after 24 hours without vomiting.
- Severe cold with fever, sneezing, and/or nose drainage.
- Contagious viruses. *Ex: measles (red or German), chicken pox, mumps, roseola, etc.*
- A doctor-diagnosed, non-contagious infection and the doctor places the child on medication. The child may return after the parents have initiated the medication.
- A doctor diagnosed, contagious infection (*such as strep throat*) and the doctor places the child on medication. The child must remain home for at least 24 hours.

The childcare staff reserves the right to send a child home if he/she has any of the following symptoms:

- mild fever or chills
- diarrhea
- lethargic or too tired and cannot keep with the class
- ear pain
- unexplained irritability or persistent crying
- headache
- serious injury
- chicken pox, impetigo, etc.
- your child will be excluded if they are not able to fully participate comfortably in activities or they require greater individual care than staff can provide

After a doctor's visit, please share his/her diagnosis with our staff. It may affect our actions with other children or need to notify parents of a potential exposure to a communicable disease. Health data of a child is confidential and it will not be disclosed to third parties.

Our policy is that if your child is well enough to attend childcare, your child is also well enough to play outside. Exceptions may be made when written instructions from a physician indicate otherwise or when staff can reasonably accommodate the parent's request to stay inside. If a field trip is planned and your child's illness prevents them from participating, please make other childcare arrangements. By

helping us to observe good health standards, you will be protecting your child and the others in our childcare center.

Immunizations

Prior to starting summer childcare, students must present an approved Iowa Certificate of Immunization signed by a health care provider stating that the student has received the immunizations required by law. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the childcare director. Iowa law requires evidence of immunization before any student can be enrolled in United Community Schools.

A certificate of immunization must be on file at school before attending summer childcare.

Insect Repellent

During specified months, insect repellent will be applied to all children enrolled in summer childcare immediately before outdoor play. Repellent use is necessary to keep children from receiving bites from insects that may be carriers of diseases such as West Nile Virus.

Procedure:

- Insect repellent will be applied during the months of May, June, July, and August.
- Parent/guardian must sign a consent form allowing staff personnel to apply insect repellent to their child before outdoor activities. (*Appendix, Item B*)

Pets in the Classroom

Pets may be allowed to visit the childcare program if there is an educational benefit. Per district policy, arrangements must be made in advance with the childcare staff in conjunction with the childcare director (in order to avoid allergy problems). Visiting animals must have documentation from a veterinarian that the animal is fully immunized (*if appropriate*). Any animal that does not appear to be in good health will not be allowed into the school.

Sack Lunch

Each student will provide his or her own sack lunch and drink daily for childcare. *Due to food allergies, we ask that no peanuts, peanut butter or products containing peanut oil be sent to childcare. If peanut products are brought to childcare for lunch, those students will be asked to sit at a separate table from the non-peanut product lunches.*

Sunscreen

During specified months, sunscreen will be applied to all children enrolled in a summer childcare program 30 minutes prior to sun exposure. Sunscreen use is necessary to keep children from receiving sunburns.

Procedure:

- Sunscreen will be applied during the months of May, June, July, and August.
- Parent/guardian must sign a consent form allowing staff to apply sunscreen, or to allow the child to apply their own sunscreen prior to outdoor activities. (*Appendix, Item B*)

Student Illness or Injury at Childcare

A student who becomes ill or is injured at childcare must notify the childcare staff as soon as possible. In the case of a serious illness or injury, the childcare staff shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in childcare, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

- Parents must annually complete a medical emergency authorization form indicating procedures to follow in the event of an emergency. **Parents are asked to notify the center if the information on the Student Information card changes during the summer months.**
- While the childcare is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. Staff will contact emergency medical personnel if necessary and attempt to notify the parents where the student has been transported for treatment.

Treats

In the interest of providing a healthier school environment for our students, the following guidelines will be followed. Outside food and drink items will **not** be allowed for birthdays, parties, or as a reward. Your child may bring a **non-food item** for their birthday to share with the students.

Examples of non-food items are (but not limited to):

Stickers	Books
Pencils	Bookmarks
Erasers	Markers
Pens	Small trinkets

Childcare Staff

There is no nurse on site during summer childcare. Childcare staff will be certified in CPR and First Aid. All childcare staff will be certified in Medication Administration.

Inclement Weather or Emergency Closing

In case of no childcare, late start or early dismissal due to weather or emergency situations, the center will notify parents/guardians via Blackboard Connect using the phone number and email provided to the center from the student information form. Please make sure you notify the school if you make any changes to phone numbers and/or email addresses so they can be updated in the system. Administration will also inform local radio and television stations.

Positive Behavior Interventions & Supports (PBIS)

At United Community we are working hard to implement Positive Behavior Interventions & Supports. It is a systems approach to improving behavior. The intent of the program is to provide a positive learning environment for all students. The childcare staff will also be using a preventative discipline method. The goal is to create a positive climate by teaching students to, "Be Respectful, Be Responsible, and Be Safe". Our program is a strong, proactive/positive approach to discipline that emphasizes care and nurturing for all students founded on the principles of defining expectations, positive interactions, modeling, and a high degree of staff involvement.

Below is an explanation of student expectations for the different areas:

Expectation	Bus	Lunchroom	Playground	Bathroom	Hallway	Assemblies	Arrival/ Dismissal
Voice Levels	Levels: 1-2	Levels: 0-2	Levels: 3-4	Levels: 0-1	Levels: 0-1	Levels: 0-3	Levels: 0-3
Be Respectful	<ul style="list-style-type: none"> *Self to self *Follow the rules *Respect people and property *Use appropriate language and volume 	<ul style="list-style-type: none"> *Use table manners *Use appropriate language and volume *Listen to adults *Self to self 	<ul style="list-style-type: none"> *Use appropriate language *Follow game rules *Self to self *Take care of equipment *Line up immediately when signaled *Follow directions 	<ul style="list-style-type: none"> *Honor privacy *Help keep bathroom clean *Conserve supplies *Self to self 	<ul style="list-style-type: none"> *Self to self *Use appropriate language and volume *Greet other appropriately *Close lockers quietly *Walk 	<ul style="list-style-type: none"> *Look and listen to presenter *Use level zero voice when someone is speaking 	<ul style="list-style-type: none"> *Use appropriate language *Self to self *Line up immediately when directed by an adult *Take care of equipment
Be Responsible	<ul style="list-style-type: none"> *Follow the rules *Ready ready *Listen to adults 	<ul style="list-style-type: none"> *Clean up after yourself *Keep lunchroom clean *Ask adult permission to leave the lunchroom 	<ul style="list-style-type: none"> *Follow game rules *Self to self *Put equipment in tubs *Line up immediately at the end of recess *Share equipment 	<ul style="list-style-type: none"> *Conserve supplies *Use bathroom at appropriate times *Help keep bathroom clean and flush *Report problems 	<ul style="list-style-type: none"> *Keep locker neat and orderly *Move quietly to and from your destination 	<ul style="list-style-type: none"> *Pay attention *Self to self *Remain seated and quiet during performance 	<ul style="list-style-type: none"> *Bring in equipment *Line up immediately when directed by an adult
Be Safe	<ul style="list-style-type: none"> *Report problems to driver *Listen to adult *Stay sitting in your seat *Use appropriate language and volume *Follow the rules 	<ul style="list-style-type: none"> *Eat your own food *Keep lunchroom clean *Use appropriate language and volume *Ask permission to leave the lunchroom 	<ul style="list-style-type: none"> *Ask adult permission to leave *Follow game rules *Self to self *Stay on the playground *Stay in boundaries 	<ul style="list-style-type: none"> *Help keep bathroom clean *Report Problems 	<ul style="list-style-type: none"> *Walk 	<ul style="list-style-type: none"> *Self to self *Keep aisle clear *Stay with your class 	<ul style="list-style-type: none"> *Ask adult permission to enter and exit building *Self to self *Stay in assigned area

United Community Summer Childcare Rules

1. Children are not allowed to harm each other or to destroy property.
2. All children will be disciplined consistently with minimum intervention of staff, as a given situation demands. We are trying to foster self-discipline.
3. Children will be taught and encouraged to verbalize anger rather than to use unacceptable physically aggressive reactions.
4. Intervention shall be the first step, followed with discussion.
5. Sometimes it may be necessary to have a time-out period to cool off and allow the child to regain enough self-control to discuss the situation. Time-outs will be no longer than necessary to calm down (*usually 2 minutes x age of child*). A child will be told that he or she can leave the time-out place as soon as he or she feels ready to listen or has regained control.
6. Recurring behavior may mean a temporary denial of a piece of equipment or activity (*i.e. throwing sand at the sandbox repeatedly could result in a child's not being allowed to play in the sandbox until the next time we go out to play.*)
7. Children are asked to walk when inside the school building. Tile floors can be very slippery. Wearing appropriate footwear is required at all times.
8. Some areas are limited to a certain number of people. Example: the dramatic play area may be limited to 4 people so that there will be ample room for dramatic play.
10. A designated area is available for storage. This area is used for storage of personal belongings. Anything brought from home by a child must be kept in this area during childcare hours.
11. The Center is a weapon free zone. "Look alike" weapons, such as squirt guns or toy knives, or the building of weapons from other materials in the center is not allowed.

Child Abuse Reporting

Child Abuse Reporting

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties. The definition of child abuse is in the accompanying regulation.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall orally or in writing notify the Iowa Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency shall also be notified. Within forty-eight hours of the oral report, the mandatory reporter shall file a written report with the Iowa Department of Human Services.

Child Abuse Reporting Regulation

Iowa law requires licensed employees to report to the Iowa Department of Human Services (DHS) instances of suspected child abuse that they become aware of within the scope of their professional practice.

The law further specifies that a licensed employee who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and that the licensed employee may be subject to civil liability for damages caused by the failure to report.

Employees participating in good faith in the making of a report or in a judicial proceeding that may result from the report are immune from liability.

Child Abuse Defined

“Child abuse” is defined as:

- Any non-accidental physical injury or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.
- The commission of a sexual offense with or to a child as a result of the acts or omissions of the person responsible for the child. Sexual offense includes sexual abuse, incest, and sexual exploitation of a minor.
- The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child’s welfare when financially able to do so. A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone should not be considered abusing the child.
- The acts or omissions of a person responsible for the care of a child, which allow, permit or encourage the child to engage in acts prohibited pursuant to Iowa Code, section 725.1 that deals with prostitution.

Board policy states it is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. DHS is responsible for investigating the incident of alleged abuse.

Discipline Policy

Discipline Policy

The center shall have a written policy on the discipline of children, which provides for positive guidance, with direction for resolving conflict and the setting of well-defined limits. The written policy shall be provided to staff at the start of employment and to parents at time of admission. The center shall not use as a form of discipline:

- Corporal punishment including spanking, shaking, and slapping.
- Punishment which is humiliating, frightening, or which causes pain or discomfort to the child. Children shall never be locked in a room, closet, box, or other device. Mechanical restraints shall never be used as a form of discipline. When restraints are part of a treatment plan for a child with a disability authorized by the parent and a psychologist or psychiatrist, staff shall receive training on the safe and appropriate use of the restraint.
- Punishment or threat of punishment associated with a child's illness, lack of progress in toilet training, in connection with food or rest.
- No child shall be subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.

Enrollment/Entrance

Requirements

No student will be allowed to attend summer childcare until all of their enrollment paperwork is completed and on file.

Enrollment Fee

A non-refundable enrollment fee is required for each child enrolled. This must be paid within 3 working days of verbally accepting a childcare slot or the vacancy may be offered to another child.

Enrollment Policy

Childcare services may be terminated by United Community Childcare Center in the following circumstances:

1. Nonpayment of fees - see Tuition Policy/Contract
2. The child exhibits behavior that is detrimental to the general well being of the children and staff at the childcare center. An office discipline referral will be filled out and a copy will be sent to the parent. (*Appendix, Item B*).

Detrimental behavior is defined as:

- Hitting
- Kicking
- Abusive language
- Excessive repetitive antagonizing behavior toward other children
- Biting
- Sexually inappropriate behavior
- Damaging property
- Any other behavior defined by childcare staff as detrimental to the childcare environment

3. Communicable and Infectious Diseases - see Communicable and Infectious Diseases under Health Policies
4. Childcare patron not meeting state licensing requirements.
 - a. Certificate of immunization must be kept on file in the nurse's office.
 - b. A physical must be completed and placed in the child's health file.
5. Non-compliance with childcare policies.

The following procedure will be used to determine status of care:

 - a. Childcare staff will record and assess number of times policy is broken.
 - b. First non-compliance of policy - a copy of related policy will be given to the parent with specific policy area highlighted.
 - c. One additional non-compliance warning will be given in writing.
 - d. The third non-compliance of any policy will result in the agency giving the childcare patron a two-week (*10 working days*) notice of termination.

Discharge Policy

Discharge Policy

- Identify the situations that could result in discharge (e.g., failure to meet center policies, failure to pay, inability of child to adjust to group experience, threat to other children, staff, or self).
- Explain the communication process for addressing the identified problems.
- Describe the decision making process.
- Explain appeal and review procedures.
- Identify all relevant time frames.

Grievance/Appeals Procedure for Childcare Patron Termination

1. In the event a childcare patron wishes to appeal a termination decision, he/she should submit one copy of a written statement concerning the appeal within two working days of the notice of termination. Submit one copy to the center director.
2. The center director shall submit documentation of policy to the Preschool/Childcare Advisory Board within two working days after receiving notice of the appeal.
3. The Preschool/Childcare Advisory Board will attempt to resolve the situation and will provide a written decision to the childcare patron within the two weeks of the notice of termination.
4. If the Preschool/Childcare Advisory Board accepts the childcare patron appeal, the committee shall provide a written contract for future services



United Community Children's Center Summer Childcare Agreement June – August 2019

Please check one:

- | | | |
|-------|----------------------|----------|
| _____ | Full Time (4-5 days) | \$995.00 |
| _____ | Part Time (2-3 days) | \$745.00 |

A non-refundable enrollment fee of \$60.00 per child is due with this agreement in order to guarantee your spot.

Sibling discounts are available (*10% discount on the additional child(ren)*). The discount only applies to full time (*4-5 days a week*) enrollment.

Tuition will be billed and can be paid in three installments June, July & August, or can be paid in one lump sum.

Tuition Includes:

- Off campus field trips
- Breakfast (*Breakfast will be served up to 8:00 a.m.*) and snacks (*morning/afternoon*)
(Each child is responsible for bringing their own sack lunch and drink.)
- Activities & Craft Supplies

*We ask that each child provide 3 containers of sunscreen (*SPF 15 or higher, lotion (no spray) unscented and hypoallergenic*) and 2 containers of insect repellent (*with a maximum of 10% deet.*) All students will use this supply of sunscreen and insect repellent.

***If your child(ren) requires a specialized sunscreen or insect repellent, please send it in the original container labeled with his/her name and it will only be used by that child.*

++Swimming lessons are optional and will be provided by the American Red Cross at the McHose Park Pool in Boone. **United Childcare will be Session C July 9th thru July 20th from 10:15 to 10:55 a.m.** Registration for lessons will be online (*additional information on registering for lessons will follow at a later date.*)

Two weeks paid notice will be required to break the agreement.

Child's Name

Parent Signature

Date

Payment Information: _____

Agreement in effect until August 16, 2019

Tuition Payment

It is the policy of the Summer Childcare Center to collect payments on the 1st of the month. Bills will be mailed during the 1st week of each month with payment due by the 1st of the following month. *(Ex: You will receive a bill for June services the first week in June and payment for those services will be due by July 1st.)* A \$10.00 late fee will be added if the account is not paid in full by the 1st of the month.

Payment may be sent with your student, paid online, mailed to the school or you may drop off your payment at the office. "Payschools" is an online payment option that will allow families to pay for tuition, meals, and other school fees online. It can be accessed through a link on the United Community web page www.unitedcomets.org. Click on "Payschools" and follow the prompts.

Late Payment

If payment in full is not made by the 1st day of the following month, United Community Summer Childcare Center reserves the right to ask any family to leave the center. If there is a financial issue please contact the childcare director and/or business office to make other payment arrangements. Accounts left unpaid upon withdrawing from the center will be handled through private collectors or small claims processing.

Notice of Withdrawal

The family must give United Community Summer Childcare Center a 2 week written notice in advance if childcare is no longer needed. If this notice is not given, payment will be due for the 2 weeks of service.

Tuition Assistance

Families meeting income and need requirements as determined by the Department of Human Services may be eligible for childcare assistance.

Open Door Policy

We strive to meet the needs of the parents as well as the children, and encourage your active participation in our program. We encourage you to visit the center at any time, unless restricted by a court order. Families may also participate in their child's care by volunteering and assisting staff, joining committees and project endeavors, and becoming members of the Childcare Advisory Committee.

Student Dismissal

Students will only be released to custodial parents or their designee (named at enrollment) unless otherwise determined by court order.

Attendance Records

As part of the childcare records, the daily attendance of each student shall be recorded and maintained on file in the office. Parents are responsible for signing their student in at arrival and out when picking up using the Sign In/Out sheets located in the childcare room. Parents are responsible for their student until they physically drop them off or pick them up from a childcare staff member. Students can not sign themselves in and out of childcare.

Drop-Off and Pick-Up Policy

The Summer Childcare center is open from 6:45 a.m. to 6:00 p.m. unless otherwise posted. Please have your student here by 9:00. If you will be later, please notify childcare staff. Childcare is required to stay within a certain student to childcare staff ratio. If you are signed up part time, the Childcare Supervisor will need to know your student's schedule a week in advance for staffing and ratio purposes. When you are late picking up your child(ren) our caregivers must work overtime to care for your child(ren).

The following policies will apply:

- Time will be determined by childcare center's clock.
- Late fees will be assessed at \$10.00 per child for each time.
- Late fees will begin accumulating at **6:01 p.m.**
- The fees must be paid before your child(ren) will be allowed to return to the childcare center.
- If a child is left at the center past 6:30 p.m. without the parent contacting the childcare center, the Department of Human Services and the sheriff's office will be called for child abandonment.

The first time you are late picking your child(ren) up from the childcare center, you will be assessed the late fee.

The second time you are late picking up your child(ren) from the childcare center, you will be assessed the late fee and sent a letter. The letter will outline our late fee policy and inform you of our three strikes policy.

The three-strike policy states if you are late three times picking your child(ren) up, childcare services may be terminated.

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.

1. 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 childcare.*

**It is imperative that centers not allow people who have not had a record check assume childcare responsibilities or be alone with children. This directly relates both to child safety and liability to the center.*

2. 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 classroom associate 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.*

3. 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 the Childcare Supervisor or Director 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.

4. 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):

- a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the childcare center.
- b. Shall not be on the property of the childcare center without the written permission of the center director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.
 - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 1. The precise location in the center where the sex offender may be present.
 2. The reason for the sex offender’s presence at the facility.
 3. The duration of the sex offender’s presence.
 4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 5. 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.

Appendix

507.2E2

MEDICATION PERMISSION FORM
UNITED COMMUNITY SCHOOLS
1284 U Ave., Boone, IA 50036

The following policies have been established concerning the administration of prescribed and over-the-counter medications to be given by school personnel:

Prescribed Medication: These medicines shall be maintained in the original prescription container, which shall be labeled with:

- | | |
|-----------------------|---------------------------------|
| 1. Name of student | 4. Name of physician |
| 2. Name of medicine | 5. Name and address of pharmacy |
| 3. Directions for use | 6. Date of prescription |

Over-the-Counter Medication: These medicines shall be maintained in the original container and marked with the student's name.

Parent's Written Consent: For prescription and over-the-counter medicine, a parental signature on a statement requesting and authorizing school personnel to administer the medicine shall be filed at the school. (See below)

_____ Name of student	_____ Grade
_____ Name of medication	_____ Reason for medication
_____ Dosage	_____ Length of time to be given
_____ Time medicine is to be given	_____ Route of administration
_____ Parent/Guardian Signature	_____ Home Phone Number
_____ Date	_____ Alternate Phone Number

*Please remind your student that he/she is responsible for asking for the medication at the appropriate time. **Final determination as to whether or not any medication will be administered by school personnel rests with the school's administration.**

2018 Summer Childcare Information

Student Name: _____

The following people have permission to pick up my child from childcare:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Please answer the following questions:

1. I give permission for photographs/images of my child to be used while attending childcare.
(Please circle one.)

A. Internal publications, center bulletin boards, classroom activities and local media such as newspapers and television.

B. **DO NOT** include my child in any photographs/images.

2. My child may go on any field trip(s) planned by United Community Childcare Center.

YES _____ NO _____

3. I hereby certify that my child is free of communicable diseases and in good health.

YES _____

I have noted any allergies, chronic conditions or medications below: _____

4. I certify that my child's immunization record is available in their school health file.

YES _____

5. I hereby authorize the staff of the United Community Childcare to consent to medical care for my child, until I can be reached, in the event of a medical emergency while my child is attending the center.

YES _____

6. My child may have insect repellent applied as described in the handbook.

YES _____ NO* _____

**If no, please make sure you have provided the center with your own insect repellent in original container with the child's name clearly labeled.*

7. My child may have sunscreen applied, or apply his/her own sunscreen, as described in the handbook.

YES _____ NO* _____

**If no, please make sure you have provided the center with your own sunscreen in original container with the child's name clearly labeled.*

Parent/Guardian Signature: _____ Date: _____