

PARENT HANDBOOK FOR SUNBEAM CHILD CARE CENTER LLC

*Sunbeam is willing and able to provide our families with all materials
in their home language when appropriate.*

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Sunbeam Child Care Center LLC – 01/07

POLICY: MISSION STATEMENT

POLICY NO.: 1

MISSION STATEMENT

The purpose of this center is to provide a high quality, developmentally-appropriate week day program. The program shall address the physical, emotional, and social needs of children and families.

Sunbeam Child Care Center LLC – 01/07

POLICY: WELCOME

POLICY NO.: 2

Welcome to Sunbeam Child Care Center LLC. We thank you for allowing us to join with you in providing for the care and nurturing of your child.

All staff members are carefully selected for their child care training and sensitivity to the individual needs of the young child. I have been owner/director of Sunbeam Nursery School (now called Sunbeam Child Care Center) for over two decades. I have a BA in Human Relations/Sociology from Salem University, Salem, WV, and a Masters in Strategic Leadership from Mountain State University, Beckley, WV. I am an Apprentice Child Development Specialist and a Fairmont State University Early Childhood Adjunct Faculty Member since 2003, conducting numerous child-care-related workshops in West Virginia. Currently, I am President of West Virginia Association of Young Children (WVAYC) and state representative of West Virginia Child Care Centers United (WVCCU). I am an active member of the Marion County Association of Child Care Centers (MAC), and the National Association for the Education of Young Children (NAEYC). In July Of 2005 I had the wonderful opportunity to be featured on the cover of "Exchange," an early childhood leaders' magazine since 1978; the article detailed my work in advocacy in the early childhood education field.

Our center is open to all children who may benefit from our type of program. We are licensed for 95 children 3 months old to 12 years old. We provide 4 different programs: Little Sunbeams/ Waddlers, Toddlers, Pre-K/Pre-School , and a School Group. We are open Monday thru Friday. 6:30am till 6:00pm. Sunbeam is open year round except for specified holidays.

We believe the purpose of child care is two-fold:

First, children should be cared for in a safe, nurturing place that parents can trust when children and parents are apart.

Second, children should be involved in a developmentally appropriate program which fully promotes each child's physical, social, emotional, and intellectual skills.

We strive for an atmosphere that respects the individual differences of children and their parents, and yet appreciates the similarity in all of us. Additionally, we set high standards for our program as an example in our community of the quality child care services that all children deserve.

Sunbeam's doors are always open to parent ideas, request and concerns. Please do not hesitate to contact me in person, by phone (366-8590) or e-mail (SunbeamCCC@aol.com). If I am unavailable and you need immediate attention, please contact our Assistant Director, Stacey Brown.

Sincerely,
Helen Post-Brown
Owner/director

Sunbeam Child Care Center LLC – 01/07

POLICY: PROGRAM PHILOSOPHY

POLICY NO.: 3

The goals of our center are:

1. To help children build healthy self-esteem, sense of trust and a feeling of security; because how they see themselves and their places in the world will affect everything they do in life.
2. To help children socialize in a positive manner with other children, as well as significant adults, since throughout life all children will be interacting with others.
3. To help children discover, learn, understand, and experience as many things as possible in appropriate activities and to grow and develop into strong, healthy human beings.
4. To build a fruitful working relationship between home and school that will help the family to build a strong foundation for the growth that is to come.

Sunbeam Child Care Center LLC – 01/07

POLICY: LICENSING INFORMATION

POLICY NO.: 4

4.1 Sunbeam Child Care Center LLC is a private, for profit, nonsectarian, interracial and non-political institution. It is licensed by the State of West Virginia and meets all health and safety standards as required by the West Virginia Department of Health. THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER. We ensure that the child and the child's family have equal access to programs regardless of race, religion, ethnicity, gender, ability, or sexual orientation.

- Record retention and disposal: Sunbeam maintains the confidentiality of all records. The files are kept in the main office. We retain records for a minimum of three (3) years after the child's discharge.
- Confidentiality and information disclosure:
 - * All parents have access to a copy Child Care Licensing Regulations. The booklet is located in the Parent's Corner in the Gathering Room.
 - * A child must have a signed permission form prior to the child's participation in field trips.
 - * A parent has a right to report to the Secretary any complaints related to compliance with the provisions of WV Code 49-2B-1 et seq. and the requirements of this rule.

4.3 CENTER FINANCIAL INFORMATION

The individuals that are responsible for daily operations are involved in budgeting, reconciliation and review of the budget.

Sunbeam Child Care Center LLC – 01/07

POLICY: ENROLLMENT

POLICY NO.: 5

Enrollment is on a rolling basis, with the Center admitting children to the age-appropriate classroom when space is available. If there is no space available in your child's age group, you will be placed on our waiting list and notified as soon as space becomes available.

Enrollment at Sunbeam Child Care Center LLC is open to children from 3 months old to 12 years old. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in Sunbeam Child Care Center LLC by completing the Enrollment Application and paying the \$25.00 Registration Fee. The Registration Fee is NON-REFUNDABLE. The payment of the registration fee places your child on Sunbeam's waiting list. The term of the registration fee is the week of September 1 until the last full week in August.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, immunization records and signed Parent Handbook receipt.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Sunbeam Child Care Center LLC reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Sunbeam Child Care Center LLC is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Sunbeam Child Care Center LLC as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Sunbeam Child Care Center LLC **immediately**, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program.

ENROLLMENT

The following forms must be on file before a child may attend Sunbeam Child Care Center LLC:

- Enrollment form with registration fee
- Emergency information form
- Permission forms

- Financial agreement
- Current shot record
- Child history
- Child care food program application
- Medical record (upon enrollment and every 2 years thereafter / 3 - 24 months: every 6 months.)

Parents must attend a pre-admission conference. It is advisable to bring the child for a visit, allowing ample time for each child to become acquainted before parents leave him/her.

Sunbeam Child Care Center LLC – 01/07

POLICY: FINANCIAL ARRANGEMENTS

POLICY NO.: 6

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in Sunbeam Child Care Center LLC. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Registration: A registration fee is payable when a child is enrolled for the first time. A reduced fee is payable for each succeeding year or for each additional child enrolled from the same family. (Term: the week of September 1 to the last full week in August).

Tuition: Tuition payment is due on Friday by 6:00pm for the following week of services. All payments are electronically transferred from “Tuition Express Program”. They may be debited from Visa, MasterCard & Discover Card or your checking account.

Late Pick-Up: We close at 6:00 pm. Parents who arrive 6:00 – 6:05 pm will be assessed a \$10.00 late-fee per child and \$1.00 per-minute there-after. Please plan to arrive in time to sign out, collect your child’s things, greet him/her, and exit the Center with him/her. A late pick up fee of \$10.00 per 1 – 5 minutes and \$1.00 per minute there after will be billed to the parents/guardian’s account in accordance with the Late Pick-Up Policy outlined in the attached Parent Handbook. You are considered to be late if the child has not left the center by 6:00pm. Late Pick-up fees will be deducted on Friday by our, “Tuition Express Program”.

Credit: THE TUITION IS BASED ON FULL YEAR CHILD CARE SERVICE. (The week of September 1st to the last full week of August). No credit is given toward scheduled school holidays, emergency closure days, personal illness, personal vacation or other appointments. You may not trade your regularly scheduled day for another unscheduled day during the year. **We are open on Marion County snow days and some posted school holidays.**

Payment in case of Withdrawal or Change of Status: Each child is enrolled for the entire term or balance of the term. Two prior weeks notice or two weeks tuition is payable upon a child’s withdrawal from the program or change of status. The two week prior notice is to be in written form. These forms may be obtained in the office. Parents are responsible for removal of all personal items within 30 days of withdrawal. After 30 days, items will be donated to a local charity.

Declined Credit Cards: A fee of \$25.00 will be charged for all returned checks and insufficient funds including declined credit cards.

Tuition Rate: An updated tuition rate will be posted at the beginning of each term, which begins the week of September 1.

Services not included in monthly tuition which could be added to account:

- Extra payment for snow days, early dismissal, posted school holidays (Marion County School Children.)
- Faculty Senate (Marion County School Children)
- Late pick up fee – per child (\$10.00 for the first 1 - 5 minutes and \$1.00 every minute after)
- Returned checks (\$25.00)
- Initial registration/renewal registration

Subsidized Families: Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Sunbeam Child Care Center LLC. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies.

If child is enrolled under the Department of Health and Human Resources programs in which a portion or all child care fees are paid by DHHR, child must attend 13 or more days in the month. If child attends less than the necessary number of full days, there is a risk of losing his/her space.

Payment in case of Withdrawal or Change of Status: Each child is enrolled for the entire term or balance of the term. Two prior weeks notice or two weeks tuition is payable upon a child's withdrawal from the program or change of status. The two-week prior notice is to be in written form. These forms may be obtained from the office. (Parents will be billed the daily rate of fee for child's classroom).

POLICY: CONFIDENTIALITY

POLICY NO.: 7

Within Sunbeam Child Care Center LLC, confidential and sensitive information will only be shared with employees of Sunbeam Child Care Center LLC who have a “need to know” in order to most appropriately and safely care for the child. Confidential and sensitive information about teachers, other parents and/or children will not be shared with parents, as Sunbeam Child Care Center LLC strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Sunbeam Child Care Center LLC.

Outside of Sunbeam Child Care Center LLC, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Sunbeam Child Care Center LLC, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on center property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing center property.

Parents may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). Parents may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of Sunbeam Child Care Center LLC are strictly prohibited from discussing anything about another child with you.

POLICY: MANDATED REPORTING OF SUSPECTED
CHILD ABUSE AND/OR NEGLECT

POLICY NO.: 8

WV Code 49-6A-1et seq

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Sunbeam Child Care Center LLC are considered mandated reporters, under this law. The employees of Sunbeam Child Care Center LLC are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Sunbeam Child Care Center LLC take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Sunbeam Child Care Center LLC can not be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

CHILD ABUSE HOTLINE: 1-800-352-6513

Sunbeam Child Care Center LLC requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Sunbeam Child Care Center LLC is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Sunbeam Child Care Center LLC but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on center property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

9.1 - SWEARING/CURSING: No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

9.2 - THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH Sunbeam Child Care Center LLC: Threats of any kind will not be tolerated. In today's society Sunbeam Child Care Center LLC can not afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the center will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

9.3 - PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT Sunbeam Child Care Center LLC: While Sunbeam Child Care Center LLC does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

9.4 - SMOKING: For the health of all Sunbeam Child Care Center LLC employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Sunbeam Child Care Center LLC. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

According to Title 64 West Virginia Legislative Rule - Division of Health Series 21 Child Care Centers: Smoking is prohibited in children's areas. You must extinguish your cigarette before entering the driveway. Please keep cigarette butts in your car. Please inform friends/relatives who may pick up your child.

9.5 - VIOLATIONS OF THE SAFETY POLICY: Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Sunbeam Child care Center LLC.

9.6 - CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF Sunbeam Child Care Center LLC: While it is understood that parents will not always agree with the employees of Sunbeam Child care Center LLC or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

9.7 - VIOLATIONS OF THE CONFIDENTIALITY POLICY: Sunbeam Child care Center LLC takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the center. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Sunbeam Child care Center LLC. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

POLICY: PARENT’S RIGHT TO IMMEDIATE ACCESS POLICY NO.: 10

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Sunbeam Child care Center LLC, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Sunbeam Child Care Center LLC must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Sunbeam Child Care Center LLC, **both** parents shall be afforded equal access to their child as stipulated by law. Sunbeam Child Care Center LLC can not, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Sunbeam Child Care Center LLC suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Sunbeam Child Care Center LLC staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. All visitors must sign in at the front desk.

Sunbeam Child Care Center LLC will dismiss any child whose parent is prohibited from entering upon center property. Due to the parents’ right to immediate access policy, as well as state and federal regulations, Sunbeam Child Care Center LLC can not have a child at the center when the child’s parent is prohibited access. Sunbeam Child Care Center LLC will not agree to any request to maintain a child’s enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

POLICY: DISMISSAL

POLICY NO.: 11

Sunbeam Child Care Center LLC reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within two weeks of the dismissal. A center check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. Sunbeam Child Care Center LLC will request assistance from local police should any parents become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Sunbeam Child Care Center LLC.

POLICY: WITHDRAWAL

POLICY NO.: 12

Two weeks written notice is required when withdrawing a child/ changing status of child for any reason.

A two-week notice of a parent's intention to withdraw a child or change his/her status is required to avoid charges for those two weeks. If the child withdraws, parents are not guaranteed a space should they wish to re-enroll the child at a later date. The child's name will be placed on a waiting list and spaces will be filled from this list as spaces become available.

The parents and child, following their last day of enrollment, are not permitted to re-enter the agency property without prior permission of the center Director. A withdrawn child and his/her parents are required to call and request an appointment with the center Director if they wish to return to the agency property following the last day of enrollment at Sunbeam Child Care Center LLC. Appointments are made at the discretion of the Director and are not a right of the withdrawn child or parent.

POLICY: COURT ORDERS EFFECTING ENROLLED CHILDREN POLICY NO.: 13

In cases where an enrolled child is the subject of a court order, (ex... Custody Order, Restraining Order, or Protection-from-Abuse Order) Sunbeam Child Care Center LLC must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Sunbeam Child Care Center LLC administration, both parents shall be afforded equal access to their child as stipulated by law. Sunbeam Child Care Center LLC can not, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Sunbeam Child Care Center LLC suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Sunbeam Child Care Center LLC is obligated to follow the order for the entire period it is in affect. Employees of Sunbeam Child Care Center LLC can not, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Sunbeam Child Care Center LLC will report any violations of these orders to the court.

Upon arrival at Sunbeam Child Care Center LLC, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet and sign in on our computer located in the Gathering Room. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear supervise washing of hands and get settled for the day.

Sunbeam Child Care Center LLC discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. Sunbeam Child Care Center LLC believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Sunbeam Child Care Center LLC are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent can present the special instructions in the form of a letter or verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, (person's name must be on child's Authorization to Release Child Form) health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

14.1- DAILY ATTENDANCE SIGN-IN AND SIGN-OUT

A designated adult must sign each child in as the child arrives at the center and to sign each child out as the child departs the center.

The following sign-in and sign-out information must be provided:

- Arrival time including the date and time
- Departure time including the date and time
- The name and signature of the adult who drops off the child
- The name and signature of the adult who picks up the child

14.2 - NOTIFICATION OF ABSENCE: Parents are required to inform the center by 10:00 am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

14.3 - MORNING ATTENDANCE POLICY: To benefit fully from Sunbeam's educational program, all children need to arrive at the center by 10:00 am. If a child cannot arrive by 10:00 am, parents are asked to notify the center.

If a child is ill, parents are requested to notify the center office, not only of the absence, but also of the nature of the illness. This enables the faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If a child has a communicable disease, parents are asked to share the diagnosis with the Center Director/Assistant Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Sunbeam Child Care Center LLC will take all measures necessary to protect the child's confidentiality. Parents are not required to disclose this information by law, and continued enrollment will not be based whatsoever on the decision to share, (or not) the reason for the child's absence from school.

14.4 - AGENCY'S RIGHT TO REFUSE ADMISSION: Sunbeam Child Care Center LLC reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at Sunbeam Child Care Center LLC if the child were to be present at the center.
5. Parent's failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion.

Parents WILL NOT be reimbursed tuition for days when their child is refused admission to the program.

POLICY: PICK-UP PROCEDURES

POLICY NO.: 15

Parents or other authorized adult are required to sign their child out of care on the sign-out sheet located at the front desk in the Gathering Room. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on center premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's cubby each day.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

15.1 LATE PICK-UP

Late Pick-Up: The center closes at 6:00pm. Parents who arrive 6:00 – 6:05pm will be assessed a \$10.00 late-fee per child and \$1.00 per - minute there-after. Please plan to arrive in time to sign out, collect your child's things, greet him/her, and exit the Center with him/her. A late pick up fee of \$10.00 per 1 – 5 minutes and \$1.00 per minute there after will be billed to the parents/guardian's account. Parents are considered to be late if the child has not left the center by 6:00pm. Late pick-up fees are due by the next billing week.

A child's services will be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of Sunbeam Child Care Center LLC will contact local police and/or the other custodial parent should a parent appear to the staff of Sunbeam Child Care Center LLC to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Sunbeam Child Care Center LLC staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Sunbeam Child Care Center LLC to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Sunbeam Child Care Center LLC will contact the child's parents, local police and Child Protective Services to notify them of the situation.

15.3 EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Sunbeam Child Care Center LLC. In an emergency situation the child's parents will be called first. If they can not be reached, staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons, (if any) on the Emergency /Alternate Pick-up form, have the right to act "In Loco Parentis." In Loco Parentis status affords the pick up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick-Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency/Alternate pick-up form will be required to provide a Government issued photo ID prior to the center releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Sunbeam Child Care Center LLC reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

POLICY: SCHOOL CALENDAR

POLICY NO.: 16

Sunbeam observes the following holidays; Labor Day, Thanksgiving Day (Thursday and Friday), Christmas Eve, Christmas Day, New Years Day, Martin Luther King Day, Good Friday, Memorial Day, and Independence Day. You are billed for these holidays. We are closed the week between Christmas Day and New Years Day. Parents do not pay for this week. A calendar is posted every January.

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POLICY: EMERGENCY CLOSING AND INCLEMENT
WEATHER INFORMATION

POLICY NO.: 17

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by WVAQ and WBOY Channel 10 Snowbird Report.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents will not be billed until center reopens.

The Sunbeam Child Care Center, LLC curriculum reflects a strong commitment to building positive relationships based upon sound child development principles that support cultural diversity and pro-social behavior. Rich environments support growth and development of children providing opportunities for active exploration and discovery.

Individualized interactions are supported by ongoing assessment that identifies each child's developmental readiness across all domains of learning.

The curriculum is based upon recommended practices of the National Association for the Education of Young Children (NAEYC) and the Head Start Performance Standards.

Sunbeam Child Care Center uses Creative Curriculum; the West Virginia Department of Education approved Creative Curriculum as an approved pre-k curriculum. Each classroom has a daily schedule of activities posted. Upon enrollment parents will receive a newsletter giving specific activities relating to the child's classroom.

18.1 DAILY SCHEDULE OF ACTIVITIES

Sunbeam child Care Center prepares and follows a written daily schedule that:

- Reflects the goals and objectives set out in our statement of purpose (Policy No 3)
- Is based on knowledge of child development and learning, and on the needs of the enrolled children.
- Respects cultural diversity and incorporates aspects of a child's culture, including his or her language, traditional food and celebrations.

When necessary to accommodate the needs of a child, follows a written individualized plan, developed with advice from a variety of professional sources, including, but not limited to, an early intervention specialist or a licensed health care provided.

For children twenty-four (24) months of age and under, Sunbeam Child Care Center LLC schedules a pre-admission meeting between the director or designated staff member and the parent. The purpose of the meeting is to prepare a written schedule based on the child's individual needs relating to pattern of activities, eating and sleeping.

DAILY CENTER PROGRAM

6:30 - Center opens.

8:30 - Watson School children depart

8:30/9:30 – Breakfast is served

9:30 - 11:30 - Individual classroom activities (indoor/outdoor gross motor activities)

11:30/12:30 - Lunch is served

1:00 - 2:30 - Rest Time takes place

2:30 - 3:30 – Snack is served

3:00 - 5:30 – Small-group free choice (outdoor gross motor activities)
3:30 - School children arrive; snack is served
6:00 - Center closes

18.2 CLASS ASSIGNMENTS/STAFF

STAFF-TO-CHILD-RATIO

Class	Age	Capacity	Staff/Child Ratio
Little Sunbeams	3 - 12 months	8	1 – 4
Waddlers	12 – 24 months	12	1 – 4
Toddler Blue	2 years – 3 years	14	1 – 7
Toddler Gold	2 years- 3 years	14	1 – 7
PreK Blue.	3 years – 5 years	20	1 – 10
PreK Gold	3 years – 5 years	20	1– 10
School Group	K – 10 years	16	1 – 16

18.3 BIRTHDAY/HOLIDAY CELEBRATIONS

Birthday Celebrations: We ask that you help to support healthy habits for our children. In order to celebrate your child's birthday you are welcome to provide one of the following for the class on or near their birthday- just coordinate it with your child's teacher. Let your child help to decide which treat they would like to bring and share.

*not for children under two years of age

- Fruit Tray*/ Fruit Kabobs*/ Fruit Cups with dollop of Yogurt
- Fresh Vegetables*
- Yogurt Parfaits
- Cheese and Crackers
- Mini Cupcakes
- Frozen Yogurt/Sorbet Cups

You are also welcome to supply special napkins, plates, cups, and/or hats in order to have a more festive feel.

Special Holiday Snacks: We will provide fun and nutritional snacks to enjoy on or near a holiday!

18.4 PARENT/TEACHER CONFERENCES/COMMUNICATION

Parent conferences/open house will be held during the fall and spring. A notice and sign-up sheet will be posted at that time. If needed parent conference may be arranged at any time.

Communication With Parents

The center understands that parents are busy with work, school, and family obligations. In order to make sure that parents are kept informed about center events and their children's progress, we have several methods of communicating with parents:

1. Parent Newsletter
2. Messages on sign-in computer
3. Newsletters from child's classroom
4. Bulletin board in child's classroom
5. Email

6. Child's cubby -- which is the primary method of communication where parents will find daily:
 - a. Artwork
 - b. Activities
 - c. Progress reports
 - d. Notes from teachers.

Parent conferences /open house will be held during the fall and spring. A notice and sign-up sheet will be posted at that time. If needed, parent conferences may be arranged at any time.

18.5 SPECIAL CENTER EVENTS:

- Family Open House held in October
- Fall Family Festival
- "Spring Art Gala"
- WV Pre-K Spring Program

18.6 ASSESSMENT OF CHILDREN

The Sunbeam staff uses multiple sources of ongoing assessment such as observation records, the Ages and Stages Questionnaire (ASQ), the Ages and Stages Questionnaire: Social and Emotional (ASQ:SE), and portfolios to monitor child progress. Our WV Pre-K uses Early Learning Scales (ELS.)

- All assessment information is to be incorporated into the day to day teaching experiences.
- Each form of assessment is used during experience planning in order to meet the needs of our children and guide their development.
- Teachers will communicate about assessment and planning with parents during parent/teacher conferences, arrival/dismissal time at the center, notes, and through email.

Ages and Stages Questionnaire:

About the ASQ: The core of ASQ is a series of questionnaires that correspond to age intervals from birth to 5 years. Each questionnaire contains simple questions in 5 developmental domains: communication, gross motor, fine motor, problem solving, and personal-social. The answers are scored and help to determine whether the child's development is on schedule or whether the child should be referred for a developmental checkup with a professional. Activities discussed in each questionnaire reflect developmental milestones for each age group.

ASQ at Sunbeam: Our children are assessed in the fall (mid September) using the ASQ and within 30 days of a new child entering a Sunbeam classroom.

The ASQ referral criteria are as follows:

- A score above the cutoff or near the cutoff, indicating the child has a problem or may have a problem: notify the director and provide parent with information and support and monitor the child using ASQ
- A score below the cutoff, indicating the child does not have a problem: continue with normal assessment data.

Ages and Stages Questionnaire: Social and Emotional (ASQ:SE)

About ASQ:SE: ASQ:SE is an easy-to-use, culturally sensitive, tool with a deep, exclusive focus on children's social and emotional development. Field-tested by professionals with thousands of families and enriched by their feedback, this research-validated screening system helps home visitors, educators, caregivers, and service providers assess children's social-emotional development at 6, 12, 18, 24, 30, 36, 48, and 60 months. With the results, professionals can quickly recognize young children at risk for social or emotional difficulties, identify behaviors of concern to caregivers, and identify any need for further assessment. Questionnaires help caregivers conduct an in-depth screening of children's social-emotional development in seven key areas: self-regulation, compliance, communication, adaptive functioning, autonomy, affect, and interactions with people.

ASQ:SE at Sunbeam: Our children are assessed in the fall (mid September) and in the spring (mid May) using the ASQ:SE and within 30 days of a new child entering a Sunbeam classroom. The ASQ:SE referral criteria are as follows:

- A score above the cutoff or near the cutoff, indicating the child has a problem or may have a problem: notify the director and provide parent with information and support and monitor the child using ASQ:SE
- A score below the cutoff, indicating the child does not have a problem: continue with normal assessment data.

Observation Records

About Observation Records: Our observation records are derived from the Creative Curriculum Goals at a Glance for Infants, Toddlers, and Two and the 3-5 Goals at a Glance. The records are divided into four developmental domains: social/emotional, physical, cognitive, and language with indicators under each domain.

Observation Records at Sunbeam:

- As a child enters a new room the teacher is to review the observation record completed by the previous teacher (if available.)
- The teacher is to observe the child during their time in the teacher's care (indoor and outdoor experiences.) As they are observing they are to make quick notes in order to document on the observation record under each of the domains and indicators. Each child should have at least two documented observations (under each indicator of the four domains) each year in which they are a part of our Sunbeam family (at least one in the fall and one in the spring.)
- These observation records are to guide planned learning experiences. Information from these records is used while completing the Child Planning form during planning time. (The Child Planning Form is from Creative Curriculum and allows teachers to provide experiences and direct instruction based on child need and interest.)

Child Portfolios

About Child Portfolios: A portfolio is a purposeful collection of child work (or pictures) that exhibits the child's efforts, progress, and achievements in one or more areas of the curriculum.

Child Portfolios at Sunbeam:

-All information collected on a child is to be placed in the child's portfolio. Each teacher is given a portfolio box in order to keep their portfolios in an assessable location to use when planning learning experiences.

-Items that need to be included in a child's portfolio are as follows: observation records, ASQ, ASQ:SE, pictures of interactions and group work as well as samples of children's work in each of the four developmental domains (social/emotional, physical, cognitive, and language.)

-Portfolios are to be used during parent/teacher conferences as a method of communicating with the parents and as a way to involve families in planning and implementing strategies to support the child.

-The portfolio follows the child through each room in our Center and is added to by the next teachers.

-All portfolios are to be given to the parents when the child leaves the center.

-A portfolio is to be treated as a confidential and sensitive material. It is not to be shared with anyone other than the parents of the child and with employees of Sunbeam who have a "need to know" in order to most appropriately and safely care for the child. They are not to be taken out of the center.

Child Interest

About Child Interests: Children show unique interests and strengths at an early age. The possibilities expand as children gain new skills and understandings. Whether the interest is a predictable one for the age group or a rather unusual one unique to the individual child, there are many reasons for nurturing it. An individual interest, when supported, expands our horizons. It opens the door to new experiences, new information, and new skills. It leads to new possibilities and helps the child to appreciate the power and joy of learning, of going into new territory. Pursuing an interest can encourage creativity, experimentation, exploration, and reasonable risk taking.

Child Interest at Sunbeam:

-As a parent enrolls a child or children, they complete the Child and Family History Form. This form is copied and then given to the teacher in order to support the teacher as he/she builds a relationship with the child. The questions on the form help us to know the child/children and the families. We ask what their home language is and then we ask if there are any values, beliefs, or experiences they would like to share with us along with other interest and developmental questions.

-As a child transitions from one room to another the Move Up form will be given to the parent and then returned to the new teacher in order to support relationship building with the new teacher.

-Teachers will also document on the Child Planning Form during their weekly planning time the needs and interests of their children in order to plan experiences based on need and interest for specific children.

Early Learning Scales (ELS): (Only for our WV Pre-K Children)

About ELS: Early Learning Scales is a systematic assessment for pre-kindergarten children. It is designed for teachers to assess children's progress toward learning standards and state learning expectations. This assessment is a concise performance-based measure using child data collected through observation and work samples. The ELS examines three domains: Math/Science, Social-Emotional/Social Studies, and Language and Literacy.

ELS at Sunbeam:

- Teachers gather work samples throughout the year in each of the three domains.
- Teachers plan experiences based on the need they see from these work samples.

18.7 TRANSITION POLICY

Helping Children Transition To The Center

Every child is assigned to a full time teacher at the center. This primary caregiver has the responsibility of helping new children become familiar with the routines of the center. The teacher will learn your child's unique ways of communicating, and will narrate the day for him or her until he or she is completely comfortable.

Children respond in a variety of ways to new settings. Some settle in quickly, as if they have always been at the center. Others may have a more difficult time adjusting. Children experience a variety of feelings (sadness, anger, and delight) as they learn to trust new teachers and know that parents do come back at the end of the day. Please be assured that your child will be supported during this transition time.

Parents can help their children by:

- Talking positively about the center, teachers and children.
- Acknowledging and validating all feelings (I know that you are angry, sad, excited, etc.)
- Communicating a matter-of-fact confidence in the center.
- Assuring your child that you love them, that you will miss them and that you will be back.
- Saying good-bye when you're ready to leave and then leaving. (It's confusing to children and teachers when parents say good-bye and then stay around for a while.)
- Letting your child know when you are leaving the center. It is critical to your relationship that your child trusts that you will not sneak out to avoid upsetting him or her. It is much better for a child to experience momentary sadness than to have to deal with the possibility that a parent may disappear at any moment.

Helping Parents Transition To The Center

This is usually the more difficult of the transitions! Parents may have mixed feelings about leaving their young children in group care. These are normal reactions to trusting your child with people who are initially strangers. You may experience new feelings as children form attachments with teachers. These attachments are essential for a child's emotional development and school success. In order to help yourself feel comfortable, you are welcome to spend time in the center. Site directors or teachers can always make time to answer your questions or hear your concerns about your child.

Transitioning into center:

1. Enrollment/Orientation

As children get ready to start at the center an appointment is scheduled with the parents to complete the required paperwork. At this time, the child is introduced into the classroom. The parent will go with their child to the classroom and “play” with them for a few minutes (longer if needed.) Once the parent is comfortable the child will stay and the parent will leave in order to complete the enrollment paperwork. The child will visit in the classroom for about 2 hours. Next, the parent is encouraged to start the child with a couple of half-days in order for the child and parent to get comfortable with the classroom and the teachers.

2. From one class to another

We typically only transition children at two different times with the year, in order for groups of children to move together. Children are either transitioned in August or January of the year. It is important to our philosophy that children stay in a classroom for at least a year or longer depending on age. (Our Pre-School children-ages 3-5 are in a PreK classroom for at least two years in order to build a better bond and allow the teachers to meet their needs both academically and socially/emotionally.) Prior to the transition date, children will often visit with the next classroom during outdoor play or during free time in the room. At that time the parent is given a short information sheet (Transition Form) to fill out and return to the office. The information on that form is then shared with the new teachers in order to ease the transition for the parent and child. Once the child is moved into the new classroom, the teacher and the administration makes contact with the parent in order to “check” on the transition.

3. Out of the center

Many of our children start as infants and continue into our PreK program, therefore, it is a natural progression out of the program as they are excited to join the school system.

Children leaving our center give a two weeks’ notice that is shared with the teacher. During that time the teachers will ensure that all belongings are gathered and sent home with the family (including artwork, the children’s portfolio, etc.)

18.8 WATER PLAY

At Sunbeam, we ensure that water play is a fun, yet safe and healthy experience. All children are encouraged to engage in water play. However, any child with visual sores will not be allowed to participate in water play for the safety and health of all children. Children will not be allowed to drink from the water. All water used will be fresh water and discarded at the end of the experience. Water will never be used for any other purpose or saved for the next day. All water tubs and toys will be sanitized with a bleach and water solution upon clean up.

POLICY: DISCIPLINE

POLICY NO.: 19

Sunbeam Child Care Center collaborates with the West Virginia Department of Education Positive Behavior System.

BEHAVIOR MANAGEMENT

The primary purpose of discipline is to help the child develop self-control and to assume responsibility for his/her own acts. A child-centered classroom reduces the need for discipline.

Techniques commonly used:

- **Redirection** - interesting a child in another activity.
- **Positive intervention** - adding an idea to a play situation that renews a child's constructive participation.
- **Logical and natural consequences** - e.g. spills milk, cleans it up.
- **Cool-down** - 2 to 5 minutes, depending on the child's age.

Techniques NEVER used:

- Spanking, shaking, slapping.
- Use of sarcasm, belittling, screaming.

If a particular child exhibits unacceptable behavior for his or her age and does not respond to techniques commonly used, a behavior plan will be developed by staff and shared with and approved by the family. Parents are encouraged to discuss any questions or concerns about discipline with the teacher or supervisors.

POLICY: TOYS FROM HOME

POLICY NO.: 20

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include a “nap-time friend,” a plush/non-musical toy with which to nap/rest. This toy is to be placed in the child’s cubby, and it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Sunbeam Child Care Center LLC staff for safety and appropriateness, and may be prohibited at the sole discretion of Sunbeam Child Care Center LLC.

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(Sunbeam Child Care Center LLC will provide a minimum of one (1) hour of outdoor activity daily, on days when the temperature is forty (40) degrees Fahrenheit or more)

21.1 CHILDREN

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, and gloves must be provided in the winter months.

Children are not permitted to wear open toed, and/or open backed shoes. (no flip flops) The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably-and size-appropriate, complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably-and-size-appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats and gloves. Sunbeam Child Care Center LLC is not responsible for lost or damaged items of clothing.

Jewelry/Accessories:

If an item of jewelry/accessory poses a safety hazard for the child or other children, the item will be removed and returned to the parent. Sunbeam Child Care Center LLC will not be responsible for lost or stolen valuables.

Pacifiers:

A string or ribbon that is six (6) inches or more in length can not be placed around a child's neck or affixed to the child's clothing.

Strings, Cords and Hanging Items:

When a child wears a piece of clothing with a drawstring, there is a potential risk of strangulation. Sunbeam Staff will remove or secure any drawstring that might pose a risk to a child.

21.2 PARENTS

Clothing:

Parents are required to be dressed in appropriate clothing while at Sunbeam Child Care Center LLC, or involved in any Sunbeam Child Care Center LLC sponsored events. Inappropriate clothing would include revealing, extremely short, ripped/torn (in inappropriate places), and/or see-through articles of clothing. Anything with suggestive or vulgar language is prohibited. Sunbeam Child Care Center LLC is not responsible for damage to or loss of any articles of clothing.

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POLICY: FIELD TRIPS

POLICY NO.: 22

Sunbeam Child Care Center LLC frequently supplements the in class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher. Sunbeam Child Care Center LLC provides all required supervision for all field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a Sunbeam Child Care Center LLC sponsored trip.

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POLICY: PARENT PARTICIPATION/VOLUNTEERS

POLICY NO.: 23

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events.

Any parent who volunteers in the classroom on a regular basis will be required to secure all criminal background checks, as required by our licensing regulations. Any person, including parents with felony convictions, sex-offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express, written permission of the custodial parent.

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POLICY: HEALTH AND SAFETY

POLICY NO.: 24

24.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up-to-date immunization record on file at Sunbeam Child Care Center LLC. This is per the center's licensing regulations. If you have chosen not to have your child immunized, please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination-form filled out by a licensed, medical professional, in order to attend Sunbeam Child Care Center LLC. The Physical Examination Form, indicating the child's fitness to attend Sunbeam Child Care Center LLC, must be completed by a licensed healthcare professional and returned to the Center Director before your child's first day of attendance.

The following forms must be on file before a child may attend Sunbeam Child Care Center LLC:

- Enrollment form with registration fee
- Emergency information form
- Permission forms
- Financial agreement
- Current shot record
- Child history
- Child care food program application
- Medical record (upon enrollment and every 2 years thereafter / 3 - 24 months: every 6 months.)

Parents must attend a pre-admission conference. It is advisable to bring the child for a visit, allowing ample time for each child to become acquainted before parents leave him/her.

24.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Health Care Plan for Severe Allergy" and "Special Dietary Needs Physician's Medical Statement", detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy.

Parents must also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form. This form releases Sunbeam Child Care Center LLC from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the “Health Care Plan for Severe Allergy” form, provided Sunbeam Child Care Center LLC exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

24.3 COMMUNICABLE DISEASES

Sunbeam Child Care Center LLC follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but can not pick their child up within 45 minutes, it becomes the parent’s responsibility to arrange for alternate pick-up with someone listed on the child’s emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent can not be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor’s note stating they are no longer contagious and can return to the program. Sunbeam Child Care Center LLC reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever-free, without fever reducing medication, for 24 hours. If the child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If a child will be absent due to illness, the center requests that parents notify the center director. This enables the faculty to keep track of any illnesses, which may occur at the school. This information will only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Sunbeam Child Care Center LLC will take all measures necessary to protect a child’s confidentiality. Parents are not required to disclose this information by law, and their child’s continued enrollment will not be

based whatsoever on their decision to share, (or not) the reason for the child's absence from school.

THE HEALTH AND SAFETY OF THE CHILD

The child's health is a matter of major importance to all of us. Upon enrollment, parents must file a health-form signed by a physician. The Department of Human Services also requires that the child have certain standard immunizations. (Varicella -chicken pox and Hepatitis B are now mandatory). (Please note Sunbeam Health Policies)

Parents should not send a child if he/she has:

- fever
- vomiting
- undiagnosed skin rash
- diarrhea
- inflamed eyes
- enlarged glands
- lice or their nits
- sore or swollen joints
- chills

The center will call parents to pick up the child if he/she develops any of the above symptoms while at the center.

The following guidelines are to be used in determining when a child may return to the center after an illness:

- 24 hrs. after a fever has disappeared
- 24 hrs. after the stool or urine has returned to a normal color or consistency
- 24 hrs. after vomiting has ceased
- Proof of a negative throat culture or 24 hrs. after treatment has begun if culture is positive
- 24 hrs. after beginning a prescription medication of any kind
- Presentation of a doctor's statement that the child is free of parasitic infestation

Before children do become ill, parents are to be sure to plan for alternative arrangements for child care on these days. They are asked to plan ahead for those occasions when the child becomes ill, so that he/she can be taken to a quieter, more comfortable setting as quickly as possible. A busy, noisy classroom is not pleasant for a child who feels ill.

In case of accidental injury, the center will make an immediate attempt to contact a parent. If the center can't reach the parent, it will call the next person designated on the emergency information list. If necessary, the center will also call an ambulance. Until the arrival of a parent, and ambulance, or paramedics, the director or an assistant will be in charge and make all decisions about the care of the child. It is to the child's benefit that parents keep the school up-to-date on phone numbers, emergency numbers, and other pertinent information. Staff are trained in first-aid and CPR. Sunbeam Child Care Center carries liability insurance.

All injuries, including minor scrapes, are reported to parents in an accident report form. Parents receive a report and another copy is placed in the child's folder.

When the child requires medication during the day, parents must provide written consent and send the medicine in a clearly marked, original container. Over-the-counter medication such as

Tylenol, cough medication, etc. must include a physician's order for prescription medication. Authorization for Medication Form is available at the front desk and in the child's classroom.

24.4 BITING

Sunbeam Child Care Center LLC recognizes that biting is a developmentally-appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. The center asks that parents remember this is a developmentally-appropriate behavior, and that the staff is working to identify situations which provoke, or elicit this behavior, so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children, older than 3 years of age, may occasionally be involved in a biting incident. For children in this age-group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year, will have their services terminated, since the safety of all the children in the program is of the utmost concern of Sunbeam Child Care Center LLC.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and can not be disclosed. The staff of Sunbeam Child Care Center LLC can not discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

Biting Policy:

When a child is bitten or a child bites another child, the parents of the child will be called and informed of the incident. If a child bites another child more than 3 times in one week:

The parent will be asked to remove the child from the center for 24 hours.

The parents will be asked to participate in a conference with the director, teachers, and behavior specialist (if deemed necessary). A plan of action will be drawn up and implemented.

Our goal at Sunbeam is to protect all of our children and to work with families through difficult occurrences. If a family is unwilling to participate with Sunbeam to find a solution to the behaviors or an acceptable solution is not possible within the child care setting, dismissal may occur.

24.5 DISPENSING MEDICATION

Purpose: This policy defines the requirements and procedures for administering medications to children enrolled in Sunbeam Child Care Center LLC. Only authorized staff who have successfully completed a Medication Administration Training will administer medications.

Medication will be given at 12:00 noon only.

- Parents are to arrange the child's medication schedule around this time.
- Parents or guardians may come to the center at any time and administer medication to their own child during the child care day.
- Parents are to bring medication to the front office. A medication log must be filled in before medication can be administered.
- All medication at the center will be returned on Friday of each week
- Over the counter medication must have a **Permission to Administer Over-the-Counter Medication Form** filled out by health care provider before medication can be given to the child. (Forms are available at front desk – parents are encouraged to keep extra forms at home)

The first dose of any medication must be given at home to be sure that the child does not have an unexpected reaction to the medication.

Procedure: Qualified center staff will administer medications only if the parent or legal guardian:

- Has provided written consent. (obtained at center)
- The medication is in the original prescription or over the counter container properly labeled.
- The Center has on file the written instructions of a health care provider for administration of the specific medication.

Prescription Medications: Parents or legal guardians must provide care-givers with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's first and last name; the name of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage and disposal instructions.

Over-The-Counter Medications: Parents or legal guardians must provide the medication in the original container, labeled with the child's first and last name; specific, legible instructions for administration and storage; and the name of the health care provider who ordered the medication

- Instructions for the dose, frequency, method to be used, and duration of administration must be provided to the child care staff in writing by a signed note or a prescription label. This requirement applies both to prescription and over-the-counter medications.

- Children with recurring or ongoing health needs must have a health care plan with instructions from the prescribing physician for administration of specific medications based on need. The instructions must include the child's first and last name, the name of the medication; the dose; the method of administration; how often the medication may be given; the conditions for use;

and any precautions to follow. Where required, staff must have additional, specific training and authorization to administer emergency or other special medications.

- Medications and medication supplies at Sunbeam are stored in a locked box at the front desk. A refrigerator is provided for medication that must have refrigeration.

- Controlled substances such as Ritalin® shall be counted with the parent when received and then daily and documented on a log for that purpose, as per Center policy on Management of Controlled Medications.

- Medications shall not be used beyond the date of expiration noted on the container or beyond any expiration of the instructions supplied by the prescribing health care provider. Expired medications will be returned to the parents or, if not collected within one week of expiration, disposed of in the proper manner. All disposed medications will be documented per Center policy on Disposal of Medications.

- A medication log for each child is maintained at the Center. This log is maintained by Medication Administration Staff and record the instructions for giving medications; consent from the parent or guardian; amount, time and method of administration; the signature of the staff administering the medication; and any observations, comments related to administration of the medication. Spills, reactions and refusal to take medication will be noted on the log.

- Medication errors will be handled and documented as per Center policy on Medication Errors, Injuries and Significant Incidents.

- Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

24.6 FIRE/EMERGENCY DRILLS

Sunbeam Child Care Center LLC conducts bi-monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time, any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to

maintain order during a often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

24.7 ALTERNATE SAFE LOCATION

Should the administration of Sunbeam Child Care Center LLC or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to Saint Anthony's Catholic Church. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

24.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed on the child's sign in sheet or handed to the parent by the teacher.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

24.9 FOODS

Sunbeam Child Care Center LLC provides children with meals and snacks that are consistent with the United States Department of Agriculture's current Dietary Guidelines for Americans.

Food: Due to the Department of Education regulations, children **may not** bring snack food/drinks from home.

All age groups: For the safety of the child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Parents are to refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Sunbeam Child Care Center LLC never uses food as a punishment. Children will never be denied participation in breakfast, lunch, or snack-time for behavior reasons.

Infants: Children enrolled in the infant classroom must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breast milk bottles, baby food, snacks, and juice bottles. Parents are reminded to be sure to prepare one more bottle than the child will consume in a day to assure that the child won't run out.

Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. No bottles will be micro waved. All bottles must be taken home by the parents each night to be washed.

Children will not be fed directly from baby food jars, nor will the staff use previously-opened baby food. Staff will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded.

Parents are required to complete a feeding schedule for the child on a weekly basis, or as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Parents are encouraged to discuss the desire to come to the center to breastfeed the child with the classroom teacher.

One year and older classrooms: Sunbeam Child Care Center LLC offers children breakfast at approximately 9:00 a.m., a half-hour lunch at approximately 11:30, and an afternoon snack at approximately 3:00 p.m. [Check your child's classroom schedule for exact time of meals]

All meals are family-style, with the children sitting at tables, to promote good manners, eating habits, and socialization skills. Sunbeam Child Care Center LLC curriculum focuses on developing healthy, well-balanced eating habits.

Well balanced meals satisfy the requirements of the U. S. Department of Agriculture's Child and Adult Care Food Program (CACFP). Menus avoid sugars and high amounts of fats and salts. New foods are introduced regularly and children are encouraged to taste. Children are not to bring food into the center.

Monthly Menus are posted in each classroom. Copies of the menu are available at the front desk.

24.10 NO PEANUT ZONE

Due to the extreme nature of allergic reactions to peanuts and products containing peanuts in some children, Sunbeam Child Care Center LLC prohibits peanuts and/or foods containing peanut products on Sunbeam Child Care Center LLC property, and/or at Sunbeam Child Care Center LLC sponsored events. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath, or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

Due to the possibility of cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with peanuts, or peanut products), Sunbeam Child Care Center LLC does not allow homemade snacks at the center. While Sunbeam Child Care Center LLC understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at Sunbeam Child Care Center LLC.

24.11 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions, and/or Weapons on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

24.12 DRIVEWAY POLICY

Parents are:

- to park in the front lot only,
- not to leave children unattended in their cars,
- to turn off motors when walking their children to the Center,
- to avoid blocking other cars,
- to keep their children with them at all times, to slow down when driving through the lot,
- to buckle their children into a car seat or seat belt as WV law states,
- to inform grandparents and others of the center driveway policy.

Additionally parents are responsible for their children before entering the building/after they have left the building.

24.13 TOUCH POLICY

Touch is necessary for normal social and emotional development in young children. Research has shown that children who do not receive affection do not learn to trust and have difficulty forming relationships later in life. Just as young children learn about their world through hands-on experiences, including touch, children must be shown love with touching.

A responsibility of day care programs is to promote normal development and touch is a necessary part of this process. In recent years, the issue of touch has been raised by a few highly publicized cases of child abuse in group settings. Parents are worried about the safety of their children. Child care staff are worried about allegations of abuse and can be reluctant to show affection toward children. The purpose of this touch policy is to prevent misunderstandings by clarifying appropriate touch in the day care setting.

1. Safety education is a regular part of our curriculum. Just as children learn about fire and street safety, children learn about the privacy of their own bodies and their right to control what happens to their bodies.
2. One of the first rules children learn when they enter the program is that they may not touch another person in a way that is not wanted.
3. Staff will be seen giving spontaneous hugs and pats on arms, shoulders, and backs. Staff will also be seen rubbing or patting backs and arms to help children rest at nap time.
4. Children are allowed to climb onto adult laps whenever the adult has time to sit with them. If a child indicates he/she wants to be cuddled close with an adult arm around him/herself, the adult responds.
5. Children are given help with clothing whenever they request, although a staff person first

encourages the child to try to manage clothing alone.

6. Teachers will often place their hands on a shoulder, arm, or head to help children pay attention or to guide them to another activity.

7. Children are taught that kissing is a family activity.

8. We have an open-door policy. Parents are welcome at any time.

9. Two staff members are always present.

10. Bathroom doors are kept open at all times, except when child requests to be in the bathroom alone and with the door closed.

11. Staff do not take children out of sight of the group.

12. Diaper changes are done in the room with others present.

24.14 INFANT SLEEPING ROUTINES

Infants, unless otherwise ordered by a physician, are placed on their backs to sleep on a firm surface manufactured for sale as infant sleeping equipment that meets the standards of the United States Consumer Product Safety Commission.

After being placed down for sleep on their backs, infants may then be allowed to assume any comfortable sleep position when they can easily turn themselves from the back position.

Pillows, quilts, comforters, sheepskins, stuffed toys, and other soft items are not allowed in cribs or rest equipment for infants younger than eight months.

The infant's head remains uncovered during sleep.

24.15 BRUSHING TEETH

Children twenty-four (24) months and older will be provided with opportunities to have supervised practice of brushing teeth.

Children will brush teeth after the breakfast meal. They will be given a personally labeled toothbrush. The toothbrushes will be stored in a sanitary manner. Toothpaste will be dispensed in a sanitary manner.

24.16 OBJECTION TO MEDICAL TREATMENT

Sunbeam Child Care Center LLC appreciates the parent (guardians) personal choice to object to medical treatment. However, Sunbeam Child Care Center LLC can not follow those wishes. If medical treatment is necessary we will not hesitate to call necessary medical help. Please take this into consideration when enrolling your child.

24.17 APPLICATION OF SUNSCREEN

Sunbeam Child Care Center LLC must have written permission from parent (guardian) before application of sunscreen. Forms are available at the front desk. Staff will apply sun screen to a child up to four (4) years of age. Children more than four (4) years of age may apply his or her own sunscreen under the direct supervision of staff.

Sunscreen must be in original container with the child's first and last name on container.

24.18 TOILET TRAINING

We have found that toileting comes along naturally when we work together as a team – child, family, and caregiver. When a child is developmentally ready for toilet learning, it does not take very long.

Successful toileting involves learning many physical skills, both for the gross motor muscles of the body and the fine motor muscles of the body. It also involves skill development in other areas including emotional, social, language, and cognition.

A child should be able to do the following with out assistance:

1. Recognize the need to use the bathroom.
2. Get to the bathroom and get there "in time."
3. Manage his/her own clothing (children should be dressed so this is possible).
4. Wipe her/him self (this may not be possible for some children until a little later, but every child can try).

After going to the bathroom, the child will, usually following gentle reminders, flush the toilet and wash his/her hands with soap and water.

At our center, children are allowed to use the bathroom as needed: requesting permission is not necessary.

24.19 DIAPERING POLICY

Reason this policy is important: Children's diapers, staff involved in changing diapers and the diapering changing area/supplies have the potential to spread germs and disease. Following proper procedures and room set up will reduce the contamination of the setting (hands, furnishings and floors) and decrease the risk of the spread of illness.

Procedure and practices, including responsible person(s):

- Diaper changing table is sturdy, a convenient height (28"-32") with a water proof pad in good repair (no cracks,) and placed on a floor surface that can be cleaned and sanitized. (Carper should not be used).
- Diaper changing is only done in designated area, positioned to allow for supervision of children and not located in food preparation areas.
- Diaper changing supplies that may present a hazard shall be stored in an area inaccessible to children except during diaper changing.
- Diaper changing tables will not be used to store items other than diaper changing items (toys, papers, etc., will not be placed on surface.)

- A sink is within reach of diaper changing table to allow for proper hand washing immediately and a tightly covered, plastic lined, hands-free diaper pail is available next to diaper area.
- The child will not be left alone on changing table. Safety belts will not be used. Teachers will be responsible for maintenance and organization of diaper changing area/supplies.

Diapering Procedures (per NAEYC)

These procedures are posted at every diaper changing location.

Step 1: Get organized: gather supplies needed before bringing child to diaper area

Fresh diaper, wipes, diaper cream squeezed on to a tissue (if appropriate), disposable gloves

Step 2: Place child on changing table and clean child's diaper area

Always have one hand on child

Unfasten diaper, lift child's leg to clean child's bottom.

Remove stool and urine from front to back and use a fresh wipe each time.

Step 3: Remove soiled diaper and discard

Put soiled wipes in soiled diaper, and remove glove along with soiled diaper, keeping the diaper in the glove.

Place in plastic-lined, covered, foot operated garbage can.

Use a disposable wipe to wipe staff hands

Step 4: Put on clean diaper and dress child

Step 5: Wash child's hands and return the child to play area.

Use soap and water to wash child's hands

Step 6: Clean and sanitize diaper area

Wet surface with soap and water solution and wipe clean

Wet surface with bleach and water solution. Let stand for at least two minutes. Let air dry or wipe with clean paper towel

Step 7: Wash hands and record diaper changing in child's daily log.

24.20 FEEDING/EATING

- Except for human milk, staff serves only formula and infant food that comes to the facility in factory-sealed containers prepared according to the manufacturer's instructions.
- Bottle feedings do not contain solid food unless the child's health care provider supplies written instructions and medical reason for this practice.
- Staff will discard after one hour any formula or human milk that is served but not completely consumed or is not refrigerated.
- If staff warms formula or human milk, the milk is warmed in water at no more than 120 degrees Fahrenheit for no more than five minutes.
- No milk, including human milk and no other infant foods are warmed in a microwave oven.
- The program does not feed cow's milk to infants younger than 12 months, and it serves only whole milk to children of ages 12 months to 24 months.
- Infants unable to sit are held for bottle feeding. All others sit or are held to be fed.
- Infants and toddlers do not have bottles while in a crib or bed.

Sunbeam Child Care Center LLC – 01/07

POLICY: ENVIRONMENTAL SAFETY

POLICY NO.: 25

Smoking and spit tobacco is prohibited on the premises and everywhere in the presence of children. Smoking is prohibited anytime in vehicles operated by the center, even in the absence of children.

Firearms are prohibited unless carried by a regulatory or law enforcement professional in the line of duty. Projectile weapons, including pellet or BB guns, darts, cap pistols, bows and arrows, slingshots and paint ball guns are also prohibited

Sunbeam Child Care Center LLC – 01/07

POLICY: INTEGRATED PEST MANAGEMENT SAFETY

POLICY NO.: 26

As designed by the Department of Agriculture, Sunbeam Child Care Center LLC has a Pest Management Plan. We will notify parents/caregivers when insecticides are used at the center.

Sunbeam Child Care Center LLC – 01/07

POLICY: STAFF EMPLOYMENT BY CLIENT'S POLICY POLICY NO.: 27

The staff of Sunbeam Child Care Center LLC is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Sunbeam Child Care Center LLC staff will have their services terminated. Staff-members who become employed by current or former clients of Sunbeam Child Care Center LLC will have their employment with Sunbeam Child Care Center LLC terminated.

Employment refers to any relationship outside of the agency's services which involves an employee of Sunbeam Child Care Center LLC to interact with a current of former client's of Sunbeam Child Care Center LLC. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Sunbeam Child Care Center LLC – 01/07

POLICY: GRIEVANCE PROCEDURE

POLICY NO.: 28

Families are actively encouraged to be involved in all aspects of service delivery, which is based on the principles of equity, affordability, and accountability. For families to have confidence in the quality of care provided by the center's service, it is important that they are aware of their ability to influence the nature of the decision which has consequences for themselves or their children. This grievance policy is formal recognition, promotion, and protection of each family's rights.

Young children often react poorly to changing their child care services, causing upset, disruption, and concern for parents. Hence, it is important that parents have a viable alternative to dealing with problems that arise with their child's care and education, without having to move their child to another center. Each family has a right to a positive response from the center – its staff and management – to meeting the family's particular needs.

Where a grievance of parents hinges on a conflict of interest between staff, child, parent, and/or community, it is often not clear where the appropriate balance point lies between all those interests. In some instances, parents may make demands which cannot be fully met or which seem unreasonable given the need to also balance the rights of other families. Parents and staff may need to accept a compromise, or may need to accept their needs cannot be met within a group setting. Acceptance of that eventual outcome will only come out of an atmosphere of acceptance and positive feelings towards grievances at the time when the grievance is first raised.

Purpose:

- To ensure each family, and each parent feels empowered to raise concerns about all aspects of the operation of Sunbeam Child Care Center LLC.
- To ensure each family, and each parent feels empowered to raise contentious issues and provide critical feedback without any concern that their comments will lead to any victimization of prejudice to themselves or their child.
- To allow management to monitor the quality of service provided and identify any deficiencies.

- To encourage staff to be responsive to the needs and concerns of families and their children
thus helping to develop and refine the center's service and its practices and procedures.
- To encourage both negative and positive comments and responses from parents that can
lead to improvements in service quality.
- To focus on the needs of children and their families with the intent of resolving the grievance
to their satisfaction wherever possible within the group setting.
- To encourage a culture in the center that values complaints as an opportunity for continually
raising and dealing with necessary improvements to the center's services.

Scope:

This policy will apply to all Sunbeam families and staff.

Procedures:

All staff will:

- Encourage families to feel comfortable about raising concerns by being open and positive
in responding to families.
- Ensure any such concerns raised with them are addressed at the earliest opportunity.
- Maintain privacy and confidentiality for families, children, and other staff to the maximum
extent possible.

Families will be encouraged by all staff to follow the procedure of:

- Raising all grievances to the owner/director.
- Knowing the Director will research the grievance/situation and work toward reaching a satisfactory outcome for all parties involved. Grievances will normally be resolved by discussion and clarification of the needs or wishes of the family or by clarification by the
Director of the center's procedures or policies. Resolution may also involve the development of new policy or procedures if the matter or point of view raised has not previously arisen or been considered at the center.

Sunbeam Child Care Center LLC – 01/07

POLICY: AGENCY CONTACT INFORMATION

POLICY NO.: 29

Sunbeam Child Care Center LLC
1654 Mary Lou Retton Drive, Fairmont, WV, 26554
Telephone: 304-366-8590 Fax: 304-366-5006
Email: Sunbeamccc@aol.com
Helen Post-Brown, Owner/Director

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

Sunbeam Child Care Center LLC
 Since 1980
1654 Mary Lou Retton Drive
Fairmont, West Virginia 26554
Telephone: (304)366-8590 Fax: (304) 366-5006
SunbeamCCC@aol.com

I/We, the parent(s)/legal guardian(s) of _____, acknowledge that I/We have received a copy of Sunbeam Child Care Center's Parent Handbook and Statement of Purpose. I/We have been given the opportunity to read the manual and ask questions about and understand the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We have attended a Parent Orientation, which covered the policies contained in the Parent Handbook on:

- ✓ Prohibiting Corporal Punishment
- ✓ Parental Access to Center
- ✓ Behavior Management
- ✓ Reporting Child Abuse and Neglect
- ✓ Immunizations
- ✓ Parental Objections to Treatment
- ✓ Dismissal and Readmittance in case of illness (including communicable Disease)
- ✓ Medication Administration
- ✓ Confidentiality and information disclosure
- ✓ Access to West Virginia Licensing Regulations
- ✓ Field Trips
- ✓ Report to Secretary WV. Code 49-2B-1 et seq.
- ✓ Discharge
- ✓ Basic Rights
- ✓ Information concerning child
- ✓ Information for emergency purposes
- ✓ Ongoing Communication
- ✓ Liability Insurance
- ✓ Volunteer Opportunities

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Sunbeam Child Care Center LLC and the parents. Sunbeam Child Care Center LLC reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Signature: _____ Date: _____

Print Name: _____

Signature: _____ Date: _____

Print Name: _____

FORM B

Release and Waiver of Liability For Administering Emergency Care To Children With Severe Allergies

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the "Release")

Made this _____ day of _____, 200____, by and between Sunbeam Child Care Center LLC and _____(Parent(s)/Legal Guardians) who are the Parent(s) and/or Legal Guardian(s) of _____ (child's name).

WHEREAS, Sunbeam Child Care Center LLC provides child care services and the Parent(s)/Legal Guardian(s) have engaged Sunbeam Child Care Center LLC to provide child care services for _____ (child's name);

WHEREAS, Sunbeam Child Care Center LLC has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis , as prescribed in writing on the child's "Authorization for Emergency Care of Children with Severe Allergies Form" all in accordance with and subject to Sunbeam Child Care Center LLC's policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge Sunbeam Child Care Center LLC and its employees or agents from any liability arising in law or equity as a result of Sunbeam Child Care Center LLC employees or agents administering epinephrine and providing other emergency care in conformance with the child's "Authorization for Emergency Care of Children with Severe Allergies From" (hereinafter referred to as the "Authorization"), provided that Sunbeam Child Care Center LLC has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.
2. This Release shall be governed by the laws of the State of West Virginia which is the location of the Sunbeam Child Care Center LLC facility in which the child is enrolled, excluding its choice of law Provisions.
3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider's instructions or clarifications),

that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.

4. The reference in this Release to the term Sunbeam Child Care Center LLC shall include Sunbeam Child Care Center LLC its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

Sunbeam Child Care Center LLC:

Center Address: 1654 Mary Lou Retton Drive

Fairmont, WV 26554

Name: (print) _____

Signature: _____

Title: _____

Date: _____

PARENT(S)/LEGAL GUARDIAN(S):

Name: (print) _____

Signature: _____

Relationship: _____

Date: _____

Name: (print) _____

Signature: _____

Relationship: _____

Date: _____