

Dear Parents,

Welcome! We are pleased you have chosen our center for your childcare needs. Whether it is for infant, trans, toddler, preschool, pre-K or for your elementary age child, we are here to serve your needs.

Our staff of warm, caring professional child-care providers maintain a positive and stimulating atmosphere where your child is loved and respected. We want you to feel secure knowing your child is cared for and guided by trustworthy dedicated early childhood educators.

The center has an "open door" policy. Parents are allowed unlimited access to your child and to the provider caring for your child during the center's hours of operation or whenever your child is in the care of the provider, unless parental contact is prohibited by court order.

Your child is very special and it is our goal to attend to all of his/her personal and developmental needs. You are an important part of our "Rockwell Family".

Sincerely,

Connie Schulte
Director

Joanne Brown Shelly Ness Jennifer Schmit
Assistant Directors

Elizabeth Prowse
Office Administrator

TABLE OF CONTENTS

Welcome & Philosophy	Page 3
Special Programs	Page 4
Child Caregivers	Page 5
Enrollment (Fees, Tuition Policies, Drop-In)	Page 6-9
Holding Fee, Overtime, Withdrawal, Sign in/out Policy	Page 9-11
Waiting List, Center Closings (Holidays & Staff In-service)	Page 11
Busing Fee, Field Trip	Page 11-12
Sample Schedule	Page 12
Teaching Strategies Gold-Creative Curriculum	Page 13
Infant Program	Page 14
Trans Program	Page 15
Toddler Program	Page 16
Preschool Program	Page 17
Pre-Kindergarten Program	Page 18
School Age/Summer Program	Page 19
State Health Requirements, Medication Policy	Page 20
Exclusion Policies	Page 21-23
Accident/Injury Procedures, Discipline Policy	Page 23-24
Enrollment Termination Policy	Page 25-26
Biting Policy	Page 26-29
Supervision & Access Policy	Page 29-30
Clothing and Bedding, Potty Training & Outdoor Policy	Page 31
Nap Time, Toy Policy, Fire & Natural Disaster Policy	Page 32
Duane Arnold Action Plan	Page 33-35
Authorizing Pick-up, Parking	Page 36
Meals and Snacks	Page 37
Parent Teacher Organization (PTO)	Page 38
Tax Reporting Information	Page 38

WELCOME

We would like to welcome you to the Rockwell Child Development Center. Our center is managed by the Cedar Rapids Community School District.

Our goal is to provide a safe and stimulating environment for children. We are dedicated to maintaining a quality learning atmosphere and we strive to provide activities which allow optimal developmental progress of each child in social, emotional, intellectual and physical areas.

OUR PHILOSOPHY

The basis of our program centers on the nurturing of each child's self-concept and in enhancing his/her development by providing many successful experiences. We feel that it is vitally important in the early years to provide a variety of experiences which foster brain development, realizing that this is critical for each child to develop to his/her fullest potential.

We believe it is important to introduce your children to areas, which will encourage their natural curiosity and exploration of their surroundings. The use of hands-on manipulative and activities will enrich concept development and enhance intellectual development. Motor development is an equally important component and our play equipment and activities are designed to facilitate physical strength, agility and coordination. Children are provided with many opportunities to learn and practice social skills such as: taking turns, good manners, problem solving and communication with other children and adults.

Our emphasis is on a well-rounded program for each child, which is designed with its developmental needs in mind. We feel each child is special and this is evident through the individual attention and caring each child receives at our center.



SPECIAL PROGRAMS

We enrich our program by utilizing many excellent resources from within our community and from the Cedar Rapids School District.

Our affiliation with the school district allows us access to curriculum materials, specialized services, resource people and input from other educators.

In addition, special programs such as Kindermusik (ages 18 months – 5 years), Chinese (ages 3 - School Age) and Art in Motion Dance Class (ages 3-5), All Sorts of Sports (ages 1-2) & Tae Kwon Do (ages Pre-K - School Age) are offered throughout the year. For more information about these unique opportunities, please inquire at the front office.



CHILD CAREGIVERS

All of our caregivers have two or four-year degrees or extensive experience working with young children and they are dedicated to providing the best care and learning environment for each child. We feel each child is special and this is evident through the individual attention and caring each child receives at our center. Each caregiver receives ongoing in-service training through staff meetings and at early childhood conferences and workshops held throughout the year. All of our employees are trained in Pediatric CPR, First Aid and Universal Precautions.

Your child will remain with the same caregiver throughout most of the day in order to develop a close loving relationship. We strive to be available to share information each day with you and to allow time for concerns and questions.

Each child's developmental level will be determined through ongoing evaluations, and activities will be provided to enhance skill development. Individual evaluations are sent home three times a year (November, February & May). Conferences are offered at each of these times as well. Please feel free to talk to your child's teacher at any time if you have a concern or would like a special conference as these will be provided upon request and as needed.

Bi-monthly you will receive a newsletter from your child's caregiver outlining the events of the month. Each day you will find a "What We Did Today" board posted or an individual note will be sent home for the younger children.

Through a mutually supportive relationship, parents and Rockwell staff work together to determine each child's needs and plan for his/her care. Please feel free to call on the caregivers, the director or the assistant directors at anytime. Our doors are always open.



ENROLLMENT

Prior to enrollment at our center, we recommend one or more visits to become familiar with our program, and to become acquainted with our staff. We feel we can serve you and your child best by establishing good communication from the start. Please feel free to visit our center anytime before or after your child is enrolled.

The Child Development Center is licensed by the State of Iowa Department of Human Services. We comply with all the child care regulations set forth by the DHS. A copy of the Child Day Care Licensing Standards is available upon request.

Our center is designed, equipped and staffed with your child in mind. We feel we have an "extended family" atmosphere of caring and open communication. We know we will provide the best early childhood experiences for your child.

ENROLLMENT FEE

A \$25 non-refundable enrollment fee per family is required to guarantee a child's day care placement. The enrollment fee is accepted only after space for your child has been confirmed. This fee is not charged to drop-in families unless their schedule becomes regular.

You are also required to pay the first week's tuition for each child upon confirmation of your enrollment status. This fee will automatically be credited to your first week of tuition. This fee is **non-refundable**, if you decide not to enroll. Your child's space will only be reserved for up to two weeks after your scheduled start date. At that time payment of tuition will be required or your name will be dropped to the bottom of the waiting list.

If you chose to leave the center for an extended period of time without reserving your placement, you must pay the enrollment fee upon your return.

ENROLLMENT POLICY

First priority for enrollment is given to families who already have children enrolled in the center. Enrollment is open to children whose parents are employed by Rockwell Collins as well as grandchildren, nieces & nephews of current Rockwell Collins employees. Enrollment is contingent upon having the following information on file and updated annually:

- Intake form
- Enrollment Form with emergency phone numbers(two emergency contacts, in addition to parents/guardians must be listed), Emergency consent, Travel Authorization, Attendance Agreement, Media Release, Sunscreen Permission, Parent Volunteer Statements
- Signed, current physical and immunization card
If any of this information changes, you must notify us immediately.
- In case of special parental custody or guardianship issues, a copy of the court order must be supplied to the director in order for it to be enforced.

TUITION

It is Rockwell policy that the day care charge tuition 52 weeks a year. The tuition is figured on an annual basis, taking into account shutdown and holidays. Payment is paid through payroll deduction for all Rockwell employees. If an employee takes a leave of absence, (ex; maternity leave) and your child will continue to attend, please notify the director so that proper arrangements for payment are made through payroll.

At the Directors discretion a family may need to be on a cash pay basis. This exception is made only in certain cases. If a family is on the cash pay basis, payment is expected on Monday for the same week. Below is an explanation of the policies established for cash pay families.

ILLNESS AND VACATION

If your child will be absent due to illness, on an otherwise scheduled day, full payment is expected. Full payment is expected for holidays, vacations or any unexpected shut downs established by Rockwell or due to inclement weather.

POLICY FOR ACCOUNT PAYMENTS AND COLLECTION OF TUITION

1. All tuition payments should be made through payroll deduction. On certain occasions your account may be set up on a cash pay basis. Payment is expected on Monday before services are provided.
2. If a payment is not received on Monday, as required, a \$5.00 late fee will be assessed to your account if not paid by Wednesday.
3. A \$25.00 charge will be added to your account for a returned check. After having a check returned due to insufficient funds, you may be required to remit all following payments with cash or money order.
4. All cash Payments **MUST** be given to a director or office personnel and a receipt will be given to you.
5. The Rockwell Daycare will not accept any post-dated checks.
6. If a pattern of late payments persists, the director will schedule a meeting to discuss the continuation of our services.

PAYROLL DEDUCTION CHANGES

If you have a payroll deduction change due to leave of absence, name change, maternity leave, termination of your position, pay periods (weekly, bi-weekly, monthly), you are **required to notify the center office immediately**. You will be responsible for any charges incurred during this transitional period.

DISCOUNT

A family discount of \$10.00 per week is offered to families with more than one child in the Infant thru Pre-K rooms and Summer Camp. The family discount is \$5 for children in the Ext. Day Program. The 2nd child discount does not apply to any child that is enrolled in our Half-Day Preschool program.

DROP IN

On occasion we are able to take children on a drop-in basis. Parents need to fill out the proper enrollment information. We would also need to have a current physical and current shot records on file in the front office. Drop in care should never exceed the hours permitted by the daycare and all the policies, including illness in this handbook do apply. For a copy of our current drop-in rates, please stop by the front office.

Payment for Drop-In Care

- All payments for childcare must be made at the same day as drop-in care is provided unless other arrangements are made with a director. If payment is not received, a \$5.00 late fee per week will be charged to your account until payment is made.
- If you schedule a drop in reservation, and for some reason your child does not attend, the center requires a 24-hour notice of cancellation, or your account will be billed accordingly.
- If your child will attend on a field trip day, payment for that day's field trip must be received separate from your drop in payment, but must be paid when your child is dropped off at day care unless other arrangements are made with the director. If your schedule becomes more consistent, you may wish to enroll in our regular program rather than utilize the drop-in care to assure placement within the day care center when care is needed.

HOLDING FEE

On certain occasions a family may need to take their child out of the center but would like for us to hold a spot for their child.

***For children ages 2 years and older, a holding fee of \$25.00 per week, used in 4-week increments up to 8 weeks can be paid to retain your child's placement. An additional 4 weeks will be allowed at the rate of ½ of the regular tuition rate. Maximum of 12 weeks holding fee per calendar year. Weeks may not be carried over into the next year (Dec. into Jan.)**

***For infants and 1-year olds, a holding fee of \$25.00 per week (for 4 weeks) can be paid to retain your child's placement. An additional 4 weeks will be allowed at the rate of ½ of the regular tuition rate. Maximum of 8 weeks holding fee per calendar year. Weeks may not be carried over into the next year (Dec. into Jan.)**

A holding fee may not be used over the Christmas Holiday Shutdown.

A 2-week written notice is required in order to start the holding fee, unless approved by the director due to extenuating circumstances. If notice is not given, regular tuition rate will be charged during those 2 weeks.

- Each parent has the option of not paying the holding fee. However, be aware that if you do not pay the holding fee, we cannot guarantee placement within the center when you wish to return.

OVERTIME FEE

The center is open for extended hours due to the fact that we have various shifts. It is not in your child's best interest to stay at the center for more than forty to fifty hours per week. We do understand that on occasion you may need to do so.

***An additional fee of \$5.00 per child per 15 minutes will be charged to your account when exceeding 10 hours per day.**

***For families with multiple children, charge is \$5.00 per family if overtime is under 10 minutes.**

*** Families are expected to be out of the building by 6:00pm. If at anytime you are here past our closing hour of 6:00, a \$10.00 fee is assessed per full or partial 15-minute period. Payment of such fee is due at the time of pick-up.**

*After hours pickups will take place in the front office where the child will be located.

*In all cases where a fee is due to the Center, the time on the Kiosk will be used in making the calculation.

*Office staff will begin trying to telephone the parent immediately for any child still at the center at 6:00pm. If office staff is unable to reach the parent on the first try of the phone numbers listed, that staff will move on to the next emergency contact. In a case where that person cannot pick up or cannot be located, the office staff will contact the Department of Human Services.

*After hours pick ups and over 10 hour days will be monitored closely and upon habitual abuse of this policy, the parents will be required to meet with the director and the child/ren may be excluded from returning to the center for care.

- Our center operations are from 6:30 a.m. to 6:00 p.m. A staff member is present at 6:00 a.m. but is busy with opening duties. Because of staffing, we are unable to take children before 6:30 a.m. Please be sure you plan your schedule accordingly.

WITHDRAWAL/CHANGE OF SCHEDULE

If you desire to cancel enrollment, or change your schedule at Rockwell Daycare, you must give a fourteen-day written notice. If a notice is not given as described, you will be charged your normal rate for two weeks. This enables the center to prepare your child and his/her friends for the transition and to fill the resulting vacancy.



DAILY SIGN IN/OUT

Parents are required to check their child in and out daily using one of the Kiosk/Touch Screens located in the entry foyer. Parents are to personally escort their child into the center each morning and inform staff that the child has arrived. If a staff member is not present please escort your child to the front office before leaving.

In the afternoon, parents must sign-out using the same system and notify the staff that they are leaving with their child. If the child is out on the playground the above still applies. There is a \$5.00 charge per day, per child, for not signing your child *in or out* each day.

WAITING LIST

The Rockwell childcare generally has waiting lists in every class. The center maintains a waiting list established on a first come, first serve basis. When space becomes available, the Center will contact the families on the waiting list first.

- Siblings of families enrolled in the center have top priority for enrollment.

HOLIDAY SCHEDULE

Our center follows the holiday shutdown schedule established by Rockwell. For a specific calendar of these days, please contact our front office.

STAFF IN-SERVICE DAYS

The Rockwell Child Development Center will be closed the day before Cedar Rapids Community Schools start their first day of school each August as well as the day after Memorial Day for staff in-service days.



BUSING FEE

The Rockwell Child Development Center works along with the Cedar Rapids Schools and the Linn Mar Schools for transporting the school-age children. There is a weekly additional charge for this service and is added on to your regular tuition when this service is needed. Please see the front office for more information on

busing fees and the current participation with schools for our school age program.



FIELD TRIPS

On occasion we take children in our Preschool, Pre-Kindergarten and School Age Program out of the center on field trips using Cedar Rapids & Linn Mar school buses. When using these buses, the bus drivers are provided through the Cedar Rapids School District or Linn Mar School District Transportation Departments and these buses are **not** equipped with seat belts. On occasion an activity fee may be charged for field trips and busing. We welcome parents to go along on the field trip, but they are required to complete the volunteer statement section on the enrollment form before they may assist with these trips. Your input in additional programming is always welcome and encouraged.

CONSISTENT DAILY SCHEDULE

Your child's needs are met by providing a daily schedule, which includes established routines, yet is flexible enough to encourage spontaneity and to take advantage of any new learning experiences.

SAMPLE SCHEDULE

(For Toddlers, Preschool and Pre-Kindergarten)

Each room, including Infants and Trans have a posted schedule

MORNING

- ☺Children arrive and free choice activities.
- ☺Use restroom and eat breakfast.
- ☺Large group gathering on the carpet for cognitive and language skills.
- ☺Learning centers in small groups with craft or art project, stories, puzzles, blocks, manipulatives, games, science center, sensory, dramatic play area and individualized instruction.
- ☺Large group gathering on carpet for finger plays, songs, creative dramatics or stories.
- ☺Use restroom, then large motor experiences either outside on the playground or inside games in the gym.
- ☺Prepare for lunch, use restroom and eat a well-balanced lunch prepared by ARAMARK.

AFTERNOON

- ☺Large group gathering on the carpet for finger plays, puppets, songs, games and stories.

- ☺Prepare for naps, use restroom and rest time on cots.
- ☺Wake up, use restroom and learning centers.
- ☺Clean up, use restroom and eat snack.
- ☺Large motor experiences outside on the playground or free choice activities in classrooms.

CREATIVE CURRICULUM TEACHING STRATEGIES GOLD

Children who are six weeks of age through fifth grade may attend the Rockwell Center. The programs revolve around basic child development principles in which each child's current developmental level is enhanced through a variety of learning experiences. Infants through Pre-K teachers use the “Teaching Strategies Gold” observational assessment system.

This system is research-based and is specially designed for children birth through kindergarten. It includes 36 objectives organized into nine areas of development and learning. The first four are major areas of child development and learning: social/emotional, physical, language and language. The early learning standards content area includes: Literacy, Mathematics, Science & Technology, Social Studies and the Arts. There are also 2 objectives related to English language acquisition.

The primary purposes of this assessment system are to help the teachers observe and document children’s development and learning over time as well as to support, guide and inform planning and instruction. You can expect: ongoing observations, individual planning, group planning, portfolios, regular assessments and conferencing with your child’s teacher throughout the year.

Creative Curriculum believes that children learn best when they are actively involved with materials and with others. You will notice that our classrooms put much emphasis on setting up the proper learning environment and building positive, meaningful relationships with children and their families. Our unique approach helps the teaching staff to successfully plan and implement a content-rich, developmentally appropriate program that promotes children’s progress in all developmental areas.



INFANT PROGRAM

(Ages 6 weeks-12 months)

The infant program is designed to provide the utmost in security, love and nurturing for the little ones in our care. Our emphasis is on the individual developmental needs of each infant.

As the primary caregivers in each room respond to children's physical and emotional needs, a trusting, loving, and secure relationship is formed. These caregivers are trained to provide a well-rounded learning atmosphere which encourages development in all areas. We strive for maximum communication with all parents, and we will work with you to ensure good rapport for the exchange of information, ideas and goals.

Each infant's inner rhythm of sleeping and eating schedules are maintained to allow the child's autonomous development. Well planned activities provide ample opportunities for exploration of a stimulating and safe environment.

All of our materials are selected to provide a variety of natural learning experiences for your infant through manipulation, sensory awareness, and decision-making. We emphasize language development with planned and spontaneous opportunities for communication between the teachers and the children.

When the children are ready for new activities and experiences, our teachers will keep you informed of important milestones.

We are committed to you as your child's most important person, and we value your daily input. We welcome and encourage your visits to hold or nurse your baby anytime you wish.



TRANS

(Ages 12 months-24 months)

After the babies reach the 1-year milestone they are ready to move into our transitional room.

In the transitional room the children are at the walking stage and are ready to explore many new obstacles. The teachers will provide a well-rounded daily routine, which will include activities such as sensory, gross motor, art, and music and language. Stories will also play a big part in their daily routine as well. This age group will use the playground and the gym.

Your child will be assigned to a primary caregiver in the classroom. The teachers take classes to learn new ideas to enhance the daily activities and strive very hard to challenge the children as well.

Children are eased into a group schedule with the meal times and nap times at more predictable intervals. As the children seem ready, they will go from 2 naps to one per day.

As they grow they will master many new skills such as, drinking from a regular cup, sleeping on a cot, eating meals at a small table, walking on the rope and a feeling of self confidence.

On occasion during the stages of 13-24 months children do develop a tendency to bite. There are various reasons for biting such as teething, exploration, attention, imitation, and independence.

This is a very normal stage of development for the children at this age as they have a tendency to be very oral and are becoming familiar with verbal and social skills. Be assured that the staff will work with parents and the child when biting occurs so that we can prevent biting as much as possible.



TODDLER PROGRAM

(Ages 24 months-36 months)

Freedom to run, play and assert his/her newly acquired independence is a big part of the toddler day. Within this well-supervised play, our caregivers will provide situations which develop self-control, cooperation, and communication through positive interactions with peers. Through our learning centers your child will begin to learn to count, identify colors, shapes, work puzzles, play with blocks, string beads, play with playdough, paint and color. We will introduce new concepts and language skills to each child, as he/she is ready. Toddlers enjoy music through songs, finger plays, marching and playing games.

Our consistent daily routine will help these young children become familiar with their surroundings. Our day consists of eating breakfast and then doing our learning centers including art. We then stretch our muscles with a large motor activity either outside, if the weather permits or inside in our room or gym. After this, we eat lunch and nap on cots. Our afternoons are filled with snack time, reading stories, singing songs, large motor play and of course, time for free play.

When signs of readiness for toilet training are shown, we will provide patient guidance using appropriately sized facilities to help establish proper toileting habits.

We provide a relaxed, happy and loving atmosphere for our little ones. They feel well cared for, safe and confident in the Toddler Room.



PRESCHOOL PROGRAM

(3-4 years)

Our first year preschoolers are provided with many opportunities for self expression and exploration of their environment. These children are eager to learn, and our program is designed to give them numerous positive opportunities to discover their world. Using a variety of hands-on activities these children will learn the wonders of nature and science and begin to understand numbers and quantities. They will be allowed to show their creativity through music, art and role-playing.

We will also provide developmentally appropriate activities centered around cognitive and language skills. Our preschoolers will be learning to master manipulative skills and be exposed to shapes, colors, letters and numbers by using sensory experiences.

They will become more adept at verbalizing their emotions and the emotions of others through books, songs, dramatic play, and puppetry. We will be encouraging cooperative play while fostering independence and responsibility. The children will be developing self-care skills such as dressing, undressing, using a tissue, going to the restroom and cleaning up play areas.

Our three-year-olds will have many opportunities to exercise their growing bodies with indoor and outdoor large motor games and equipment. We have a well-rounded program designed to foster your child's growth as he/she enjoys learning.



PREKINDERGARTEN PROGRAM

(Ages 4-5 years)

An abundance of meaningful experiences are provided for the development of basic readiness skills for our fours and fives. Some of these skills are: listening to and reading stories and poems, taking field trips or listening to speakers, dictating stories and retelling events, participating in dramatic play and other communication experiences and experimenting with writing by drawing and copying.

The children are encouraged to seek solutions to concrete problems through interaction with people and real objects. Learning about math, science, social studies and health and hygiene are all integrated through meaningful activities such as those when children build with blocks, measure sand, water or cooking ingredients, observe changes in the environment, work with tools, sort objects, explore plants, animals, water, and draw, paint and work with clay.

Hands-on activities are planned daily. This time is used to develop large muscle skills in running, jumping and climbing. It also provides hands-on learning about the outdoor environment and time for the children to express themselves freely and loudly.

Free choice time allows the children to initiate their own play experiences with a variety of fine motor activities as well as role-playing areas. This time also allows much individual interaction between the children and the teachers.

Each child is viewed as a unique individual with his/her own pattern of growth and development. We design all of our activities to develop the children's positive self-esteem and positive feelings towards learning.



SCHOOL AGE PROGRAM

The Center provides a special program for school-aged children. District buses deliver children to and from several area grade schools. Please notify us by phone or in writing when your child is not riding the bus on any given day. Our child caregivers offer an exciting program with enjoyable activities in a safe, supervised environment.

These activities center around the special interests of these children, such as sports, arts and crafts, board games and hobbies.

Before and after school care will be provided as well as full day care when school is not in session; in-service days, winter and spring break, and holidays that the center is open.

Breakfast is served in the morning and a daily afternoon snack will be provided after school for all the children.

In order to provide a safe enjoyable experience for all the children, we are requesting that the children observe the same rules as during school and use courteous manners at all times.



SUMMER CAMP PROGRAM

(Kindergarten- 5th grade)

children may attend the summer after 5th grade



We have many fun and interesting activities planned for your children and their friends. We know summer is when they want to spend their time doing those things they like best.

So how about....bowling, skating, swimming, soccer, softball, aerobics, crafts, reading and computer games!! Or maybe....trips to the Nature Center, museums, parks & library!

We want to know what your children like to do, because we want to make their summer special.



STATE HEALTH REQUIREMENTS



There are two medical forms which Iowa law requires on file for your child. These forms are intended to protect your child and we will appreciate your cooperation in keeping them current. The medical examination form must be signed and dated by your doctor and updated yearly. When enrolling, the date on your physical must be within the last **six** months to be considered current. The Iowa State Certificate of Immunization must also be completed, up to date and signed by your physician.



ILLNESS REPORTING

Exposure to communicable diseases and any infectious illness should be promptly reported so that the Center may be alerted to early symptoms. By the same token, the Center will notify parents when a child has been exposed to an infectious disease. The center has an Infectious Notice Board, located in the front hallway to inform parents of the infections that are arising in the center.

MEDICATION POLICY



Only medication prescribed or ordered by a physician or dentist will be administered during the time the child is at day care. Written authorization and instruction will be provided by the parent or legal guardian. The Rockwell Day Care Center may contact the prescribing doctor's office to confirm or clarify medication instructions as necessary. All medication shall be supplied to the day care in the **original** container, properly labeled, and will be administered only by authorized personnel. The parent/guardian must complete the Medication Permission Form before the child will be given the medication at the day care. **Unless indicated by your physician, medication to be given three times a day should be given at home before daycare, after daycare and at bedtime. An exception to this is medication to be taken with meals or on a full stomach.** The authorization form must be updated when the prescription expires. Over the counter medication may only be given upon a written physician's order with instructions for administration including dosage and duration. Medications will be kept in an inaccessible area or refrigerated as required. Any medication remaining after the authorization to dispense has ended or the child no longer requires the medication will be returned to the parent or flushed down the drain with the parent's consent.

EXCLUSION POLICIES

Parents or other authorized guardians will be notified when their child has a sign or symptom that requires exclusion from day care. In the event of physician approval that a child can return to daycare, the daycare director may still require the child to be excluded under daycare policy. Examples of reasons a child may be excluded are described below.

1. The illness prevents the child from participating comfortably in day care activities.
2. The illness results in a greater care need, than the child-care staff can provide without compromising the health and safety of the other children.
3. The child has any of the following conditions:

FEVER- A child with a fever of 100 degrees Fahrenheit, or more, is to be sent home. He/she may return when fever-free for 24 hours without the use of Tylenol or other fever reducing medicine.

DIARRHEA- A child having uncontrolled diarrhea will be sent home. She/he may return when diarrhea free for 24 hours (stools are no longer watery and child has had at least one normal stool) and tolerating bland foods or ½ strength formula. Uncontrolled diarrhea is defined as:

1. an increase in number of stools, compared with child's normal pattern
 2. increased stool water
 3. decreased form that is not contained by the diaper or use of the toilet
- After 2nd stool, parent will be notified and a decision made about whether child will be sent home.

VOMITING- If a child is acting ill and has vomited 1-2 times, he/she is to be sent home. The child may return if there has been no vomiting for 24 hours and are tolerating bland foods or 1/2 strength formula.

MOUTH SORES- A child who has mouth sores and is drooling will be excluded from day care. He/she may be readmitted when all sores are scabbed and healed.

EYE INFECTION- Parents will be notified if child has signs and symptoms of conjunctivitis. The child will be sent home with recommendations to see a physician. He/she may return after 24 hours of antibiotic therapy and fever-free for 24 hours without the use of Tylenol or other fever reducing medicine.

EAR INFECTION- If a child exhibits symptoms of an ear infection and is acting ill, parents will be notified so that they may take the child to see a physician. The child may return after initiation of antibiotic therapy or if cleared by a physician. Must be fever-free for 24 hours without the use of Tylenol or other fever reducing medicine.

CHICKEN POX- A child will be sent home when chicken pox lesions are detected. He/she may return when all chicken pox lesions have dried and crusted.

HAND FOOT & MOUTH VIRUS- A child will be excluded until fever free for 24 hours without the use of Tylenol or other fever reducing medicine. A child who has open mouth sores and is drooling or who has open blisters on their hands or feet may be excluded at the director's discretion. Child may still have a rash and sores for up to 2 weeks.

HEAD LICE- A child with head lice will be excluded from day care and may return when hair has been properly treated and all nits have been removed. A director will check the child before he/she may return.

IMPETIGO- A child with impetigo lesions will be excluded from day care, as it is a highly contagious skin infection. He/she will be referred to a physician and may return to day care 24 hours after start of antibiotic therapy.

PIN WORMS- A child with pinworms will be excluded from day care until 24 hours after treatment.

RINGWORM- If a child is suspected to have ringworm, parents will be notified to remove child from day care and see a physician. Child may return after initiation of medication or clearance from physician.

ROTA VIRUS- A child with rotavirus will be excluded from day care until watery stools stop and has been fever free for 24 hours.

RSV- If a child is diagnosed with RSV, he/she will be excluded from day care for 7 days after diagnosis and/or discharge from the hospital. Children age 2 and older diagnosed with RSV may return to the center upon doctor recommendation.

SHIGELLA- A child with shigella should be excluded from day care until he/she has no shigella in his/her stools (two negative stool cultures).

STREP THROAT- A child with fever and strep throat will be excluded from day care. He/she may return after 24 hours of antibiotic therapy and if fever-free for 24 hours without the use of Tylenol or other fever reducing medicine.

Other illnesses or conditions that require treatment by a physician will be managed as directed by the physician after approval by the day care coordinator.

ACCIDENT OR INJURY

If a child is injured during the day and medical attention is required, the parent will be notified immediately to come pick up the child. If the situation is an emergency, we will follow center procedures and notify you immediately. An accident report from the teacher will be written and signed by all parties involved. It is vital for parents to keep emergency information up to date and are required to do so yearly to ensure every safety issue possible.

DISCIPLINE POLICY

We use positive guidance techniques such as modeling and encouraging expected behavior, redirection, and setting clear limits. "Time Out" is used when necessary with one minute per year of age used as the maximum time away from regular activities. Children feel comfortable and confident knowing their child caregiver's expectations match and respect their developing capabilities.

To ease the uncertainty that sometimes occurs when both parent and teacher are present and a child is acting out, the Center will discipline your child when you both walk in the door. Outside, you will assume responsibility.

Fair and Respectful Treatment of Children and Staff members

The Rockwell Collins Child Development Center is committed to providing all students with a safe and positive environment in which all children and staff of the center are treated with dignity and respect. We will set the example and lead the model of Character Counts which promotes Citizenship, Caring, Respect, Responsibility, Trustworthiness and Fairness.

The center will provide training on Character Counts and have materials and resources available for staff as needed to provide children with the skills and knowledge to help reduce incidents of unacceptable behaviors. In addition the following methods will be used to help prevent behaviors from occurring.

- Provide a variety of choices for children: keeping the day structured
- Modeling desirable behaviors-ie. caring, respect, responsibility, trustworthiness, and fairness
- Redirecting children when situations become unacceptable
- Verbal reminders to children-ie: use your words, encouraging conflict resolution skills
- Whole group discussions about problems and possible solutions as they arise

Behaviors that are considered unacceptable at the center include, but are not limited to:

- Unacceptable behavior from a parent or child which causes fear or harm that is directed towards a child or staff member
- Ignoring or disobeying center policies and rules
- Mishandling of center property
- Substantial detrimental effect on another child's emotional well being
- Inappropriate behavior on the bus while participating in center sponsored activities
- Inappropriate or foul language towards another child or staff member

Recourse to Inappropriate behavior:

- Be requested to conference with staff and parent to discuss incident/action plan
- Development of a contract or individual plan to work through behavior issues
- Lose a privilege of participating in a specific activity per center discretion
- Be asked to be picked up immediately
- Exclusion from the program

For all behaviors mentioned above, an incident report will be written and signatures will be requested by staff and parent/s involved. Cooperation and support from parents will be expected during this process. In addition, outside professional services may be contacted for additional support.

ENROLLMENT TERMINATION POLICY

All children are accepted into the center on a trial basis for a period of one month, with a provision for termination from the program with 2 weeks written notice. We do not believe a child should remain at the center unless he/she derives some benefit from the program. After the trial period, the center reserves the right to dismiss a child from the center for the following reasons:

1. Consistent disruptive behavior by a child causing excessive classroom management problems for the staff and/or any special developmental needs which the staff cannot adequately meet.
2. Lack of cooperation from the parents to support the following guidelines:
 - Habitual late pick-up of a child, or continued use of the Center beyond normal scheduled hours.
 - Out of date health, immunization and emergency forms.
 - Verbal, physical or psychological abuse of staff, parents, children or anyone connected with the Center by an adult associated with the child or the child itself.
 - Continued delinquency of payment.

We do on occasion find that children bite during the ages of 12 months to 36 months. There are many reasons that biting may occur. Some of these may include; teething, becoming independent, learning new social skills, feeling frustrated, or too much stimulation. If the same child bites 3 or more times in a given week or a pattern develops over a period of time the teacher will notify a director and the following plan will be acted upon:

- Parent participation and communication and cooperation is necessary and important during this important developmental stage.
 - 1) Meet with the parents of the child who is biting to discuss possible reasons and plan together to change the biting behavior. (Implement our Problem Solving Sheet) Meet again in two weeks to assess the behavior and discuss the progress.
- Continue to monitor the child's behavior for up to a month. At this time determine an appropriate next step:
 - a) Continue working on the "Problem Solving Sheet" if progress has been indicated.
 - b) Determine whether or not the child is benefiting from the program or if a smaller setting would be more beneficial to the child's development.

c) Parents could come in and shadow for part of the day and assists with the child.

d) At the cost to the Parent the center would provide a substitute teacher to shadow the child.

e) Consult a specialist.

2) Teachers will shadow the child as much as possible and make other caregivers in the room aware so that they may assist in the efforts of eliminating the biting.

3) The teaching staff, Director and Parent may discuss whether or not the child would be ready to be placed in another classroom, based on developmental ability.

An evaluation may be done at this time, and visits to another classroom may occur to determine whether the child is ready to move into another classroom.

- If after all the above methods have been put into place and biting continues to be a disruption or a safety issue to the other children, the center does reserve the right to dismiss the child as stated in our Enrollment Termination Policy. The center will make every effort to give the family notice before they are dismissed so that they may make arrangements to find proper childcare for their child.

BITING POLICY

(Added June 2010)

Even in the best child care center, periodic outbreaks of biting occur among infants, toddlers and sometimes preschoolers and occasionally older children.

This is an unavoidable consequence of grouping young children together. When it happens, it can be scary and very frustrating for children, parents and teachers. Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons: teething, simple sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Childcare group situations are difficult: dealing with others constantly around, sharing attention and toys, and too much or too little stimulation are all very difficult for children. Biting is not something to blame on children, their parents or their teachers. When biting breaks out, a high quality childcare program immediately takes action, not to blame the biters but to change the environment and help children change their behavior.

It is important that the caregivers remain calm and in control of their emotions when biting occurs. Staff should not show anger or frustration towards the child. The caregiver should calmly respond to the child, letting them know that biting is not ok. In addition the following steps will be taken.

1. The teacher will remove the child from the situation and focus caring attention on the child who was bitten.
2. Encourage the biter to help take care of the child that was bitten (hold ice pack, comfort the child).
3. The care giver should talk to the child who bit (if able to communicate) and talk about different strategies that the child can use next time (give them appropriate words-if able) instead of biting. This should be done in a short simple way.

It is important to explore the reasons for biting when it occurs. Staff need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of some triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are some examples of how the teacher will begin this assessment.

1. The teacher will examine the context in which the biting is occurring and look for patterns. The teacher will use the Center Action Plan for documentation and ask the following questions:
 - Was the space too crowded
 - Were there too few toys
 - Was there too little to do or too much waiting
 - Was the child who bit getting the attention and care he/she deserved at other times, other than when he/she was biting
2. The teacher will change the environment, routines or activities if necessary
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate manners, including using words, if they are capable of them.
4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent and administration will meet regularly to regulate an action plan and to measure the outcome of these changes.
7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

First Aid in response to biting (both child and adult)

1. Wear gloves, clean wound with soap and water. Run water over wound for

5 minutes.

2. Apply ice or cool compress to help reduce the pain or swelling.
3. Bandage the wound as necessary.
4. Write a detailed incident report for both children involved with the incident.

First Aid if bite breaks the skin. (both child and adult)

1. Wear gloves, clean wound with soap and water. Run water over the wound for 5 minutes.
2. Control the bleeding.
3. Cover the wound with sterile dressing and bandage.
4. Contact parent of BOTH children involved and encourage them to contact their healthcare provider to determine if they need to be seen.
5. Write a detailed incident report for both children involved with the incident.

*If a staff member is bitten we will use the Cedar Rapids School District Exposure Control Plan.

When children bite, their parents are informed personally and privately the same day. All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on our standard incident form which is completed and signed by teacher, parents and an administrator is notified. One copy is give to the parent and one copy is kept a locked file cabinet in office.

When biting occurs, here's what you can expect from us:

- We will put the child's safety first and provide first aid as well as comfort, support and advice to any child who is bitten.
- We will provide appropriate programming for children to help prevent biting.
- We will make current information and resources on biting available to you.
- We will provide teachers with adequate knowledge and training to deal properly and effectively with biting.
- We will take your concerns seriously and treat them with understanding and respect.
- We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.
- We will respond to your questions, concerns and suggestions—even when our response to some suggestions is no.

- We will work to schedule conferences about biting with you, at a time you can attend.
- We will keep your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting so it will end as quickly as possible. We want the best for all the children in our program. If you want more information on biting or have questions or concerns, please let us know-we are here to help you and your child on their journey to independence!

SUPERVISION & ACCESS POLICY

One of our primary goals at the Rockwell Collins Child Development Center is to provide a safe, loving, and educational environment for all children. Rockwell Collins Child Development Center does not allow any person in the center that is not a staff member, substitute, or volunteer who has not had a record check or approval to be involved with children. This includes those person/s involved with children that have "unrestricted access" to whom that person is not the parent, legal guardian or custodial parent. "Unrestricted access" means that a person has contact with a child alone or is directly responsible for children in our program. In accordance to the Department of Human Services (DHS) someone with "unrestricted access" would be required to complete the proper background checks, which would include fingerprinting of each individual.

When you as a parent, guardian or custodial parent, are present in our center you may **only** have direct involvement with your **own** child. This includes during field trips and special events provided by our center and visiting in the classroom, unless you have completed the proper fingerprinting and background checks as required per the Department of Human Services (DHS). DHS Childcare Licensing regulations and rules allow parents/guardians of the Rockwell Collins Child Development Center children to have unlimited access to their own child at all times while the child is enrolled at the Rockwell Collins Child Development Center, unless contact is in violation of a court order. To the best of our knowledge and ability, Rockwell Collins Child Development Center will limit the people

allowed into the center or on our property while children are present. Authorized persons would include; administrators, teaching staff, student teachers and kitchen staff.

ALL visitors, including authorized drop off/pick up persons, shall be required to sign in at the front desk and will be closely supervised and monitored by one or more office or staff members, depending on the reason the person is on the property. This includes all people who have access to your secured pin code to sign children in/out. “Supervision” will require one or more staff members to remain with the person at all times and “monitoring” would entail watching what the person is doing and controlling their access to the area where children are present. All visitors including parents/guardians will be supervised and monitored at all times. Office personnel will be responsible for *supervising* and *monitoring* unless another staff member is requested by the office personnel to fulfill this responsibility. Visitors may be asked to remain in the front lobby when authorized personnel are not available to escort visitors to and from the designated area for pick up/drop off.

Any persons who are listed on the sex offender registry shall not be on the property of the child care center without written permission of the center director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center. This person will be allowed to enter the building by pushing the button on the outdoor intercom, which will allow them to be buzzed into the building. They must then stop by the front lobby desk and obtain assistance from authorized personnel to take their child to the classroom or locate their child within the center. This person will remain at the center only for the time reasonably necessary to drop off/pick up their own minor child and will be supervised and monitored at all times. This person cannot operate, manage, be employed by, or act as a contractor or volunteer at the Rockwell Collins Child Development Center.

In addition, the Center Director does not have to grant permission for access. This will be determined on a case by case basis in cooperation with the DHS Licensing consultant.



CLOTHING AND BEDDING

It is important for children of all ages to have a change of clothing at school, since even those beyond the stages of "accidents" will occasionally spill juice, milk, or paint. We ask that you please **clearly mark all items and send them in a bag marked with your child's name.**

*Please dress your child appropriately for the childcare environment and for the weather since we feel it is important for children to get out and get exercise and fresh air each day.

*Children attending during nap time are required to bring two blankets and two crib-sized sheets. The bedding should be clearly labeled and will be sent home **weekly.**

*If your child is wearing diapers, you are required to provide disposable diapers and baby wipes. We have adequate storage for large quantities of diapers which will be marked with your child's name.

POTTY TRAINING

Parents are required to bring in **Velcro pull-ups** or **regular diapers** during the potty training stage. These save time when changing the child because the child does not need to remove clothing and shoes if he/she has an accident. This also gives the child the independence of using the bathroom on his/her own. If a child is potty training and has two accidents in one day, we will then put on a pull-up. This saves the time of having multiple changes of clothes and also finding enough extra clothes to put on the child. The center will keep some Velcro pull-ups on hand for use in case your child needs a pull-up and does not have them here. There will be a charge per pull-up if it becomes necessary for us to use a center one. Please see office for current charge.

OUTDOOR POLICY

The center's goal is to allow the children some outdoor time daily (weather permitting) to learn, play and explore. **All children need to have appropriate clothing here everyday for outside play. This is especially important as the weather gets colder. Children need to have warm winter coats, hats and mittens here, even before it snows. Once it snows, children also need snow pants and boots here everyday. We follow the Child Care Weather Watch chart that is put out by the Iowa Department of Public Health** when deciding if the

weather is too hot or too cold to go out. This chart takes into account the temperature and wind speed, giving us a heat index or wind chill factor. **Our general policy is that if the wind chill is below 30 degrees, outdoor time will be limited. If the heat index is above 90 degrees or the wind chill is below 15-20 degrees, the children will not go outside.**

NAP TIME POLICY

The center does require that every child have a rest time each day. This rest time is very important to the physical and developmental needs of each child. The children are very active each day and begin their day very early and are normally ready to rest after lunch.

Each classroom has a designated naptime, during which your child is required to rest. If a child falls asleep during this time it is our policy not to wake him/her up early. Please check with your child's teacher for specific nap times.



TOYS

Our center has more than an adequate amount of toys and learning materials. Please do not send toys from home as they may be lost or broken. On special sharing days, indicated by your child's teacher; children may bring in books, tapes, CD's and movies. These items should be marked with your child's name and given to the caregiver. All books, tapes, movies and CD's should be age appropriate and reviewed before sharing them with the class. Please ask your child's teacher if you should have any other questions about sharing materials.



FIRE AND NATURAL DISASTER

Our center has established special procedures to deal with such emergencies as fire and natural disaster. The Center is inspected on a regular basis by the State Fire Inspector. Fire and tornado drills are held each month. During severe weather, a constant check is kept for emergency information. Weather-related school closings will not affect our Center's operation.

In case of a "Site Area Emergency", from the Duane Arnold Center, a precautionary relocation of children to Temporary Relocation Centers will be ordered. During this situation, children and staff will be moved to Temporary

Relocation Centers. Our relocation center is SE Junior High School in Iowa City. Coordination between schools, transportation supervisors, and local emergency services will be performed by the school district. Below is the procedure that we will follow in case of such an event:

Duane Arnold Energy Center Emergency Action Plan

I. In the event of an emergency at the Duane Arnold Energy Center, necessary precautions must be taken.

In the event of an emergency at the Duane Arnold Energy Center requiring response action, Linn County Municipal Civil Defense will issue one of two recommendations via the indoor warning system and/or telephone. (We have the indoor warning system in our front office). Warnings will also sound on civil defense sirens and Emergency Broadcast System announcements. There are four classifications of emergency. These classifications happen in steps as listed below. During a nuclear emergency, we would have time to prepare. The Nuclear Plant cannot simply explode- but would slowly lead to an emergency.

- | | |
|------------------------|------------------------------------------------------------------|
| 1. Unusual Event | No relocation/evacuation |
| 2. Alert | No relocation/evacuation |
| 3. Site Area Emergency | May require relocation evacuation of certain areas or sheltering |
| 4. General Emergency | May require relocation/evacuation of certain area or sheltering |

The public will be kept informed by the Emergency Broadcast System. Listen to the instructions given and follow them.

II. In the event of a “Site Area Emergency”, a precautionary relocation of children to Temporary Relocation Centers will be ordered. This would be for all daycares and school buildings in affected areas.

During this situation, children and staff will be moved to Temporary Relocation Centers. Our relocation center is, **South East Junior High in Iowa City.**

**Here is the address:
Southeast Junior High School
2501 E. Bradford Dr.
Iowa City, IA 52240**

Directions:

Depart 5245 Northland Ave NE, Cedar Rapids, IA, 52402 on **SR-100 [Collins Rd NE]**

- 1:** Continue (West) on Collins Road **SR-100 [Hwy 100]**
 - 2:** At I-380 SR-100 Exit, turn **LEFT** (South) onto **I-380**
 - 3:** At I-80 Exit 239/I-380 I-80 Exit, bear **LEFT** (East) onto **I-80**
 - 4:** At I-80 Exit 240, turn **RIGHT** (South) onto **SR-965 [27th Ave]**
 - 5:** Bear **LEFT** (Southeast) onto **US-6 [2nd St]**
 - 6:** Turn **LEFT** (North) onto **S 1st Ave**
 - 7:** Turn **RIGHT** (East) onto **Bradford Dr**
- End: Arrive** 2501 Bradford Dr, Iowa City, IA, 52240
Total Route 35.7 miles 40 minutes

Transportation for Rockwell Daycare Center will be accomplished by the LIFTS Busing System. **Parents are advised to meet us at Southeast Junior High in Iowa City to pick up their child. The address is listed above. It is very important that we keep our groups together and make this evacuation as a whole. It will be very confusing and chaotic to try to pick up your child during an ordered evacuation. We will evacuate all staff along with the children.**

III. In the event of a “General Emergency,” protective actions will be taken for all children. We would most likely already be evacuated by the time a general emergency was issued. If not we would follow the same procedures as above.

A. In-Place Sheltering - taking cover indoors in an area that can be closed to outside air. This is the most likely response to a radioactive release.

If there is little or no warning time -- and the situation is of sufficient seriousness-- a recommendation of In-Place Sheltering will be given for the affected area. This requires that the building be closed to outside air and all personnel remain indoors. For an

incident of this of this type, the most effective protective response action is immediate, temporary sheltering. All persons outside should immediately return to the building until an “All Clear” is received from Civil Defense.

Parents, staff and children will not be allowed in or out of our building during an In-Place Sheltering order. We want to keep the building as free of contaminants as possible until the all clear is given. Children are at higher risks for illness due to exposure to radioactive particles. Remember that your child is in a safe place. It would be wise for you to remain inside your work building as well to protect yourself from exposure to radioactive particles. Local radio and/or TV will broadcast public messages to parents.

B. Evacuation - orderly movement of people from an area of potential or actual danger to a safe area.

If the situation is judged to be of sufficient seriousness to require and evacuation, students and faculty will be moved to a relocation center. Our evacuation procedures are listed in section II.

The Linn County Emergency Management Team will assist in any evacuations.

- ◆ **We will take what we have as far as formula, diapers, and emergency items with us when we evacuate. Staff are trained and have disaster kits ready in their classrooms. Please refer to your phone directory for a review of the above information and much more! You will find a list of items to take to the evacuation site as well. Please take some time to read this well put together plan.**

AUTHORIZING INDIVIDUALS TO PICK UP YOUR CHILD

On the enrollment card, you will find a line asking for the names of individuals who will be authorized to pick up your child. You may authorize as many individuals as you wish in writing on the card. You must leave a written note in the morning or tell a staff member if such a situation arises. If for some reason you need to have someone who is NOT on your designated list you will need to fill out a **temporary release form** in the front office when you drop off your child. We will not allow your child to leave with an unauthorized person and we know you will understand that this is completely for the protection and safety of your child. Please remember to keep this form updated and to correct the card if your phone number or address changes.

ARRIVING AND LEAVING THE CENTER

It is required that all children be brought inside the center and to their caregiver. Please notify your child's caregiver when picking up your child. We would appreciate you notifying the center when your child will be absent. Center hours are 6:30 a.m. to 6:00 p.m. Children must be picked up and the building vacated by 6:00 p.m. An after-hours penalty charge is incurred after 6:00 p.m. Please talk with office personnel for current penalty charges.

PARKING

Please park in the designated, short-term spaces in the parking lot when coming to the center. These spaces are located directly in front of our building. The parking lot does get busy during drop off and pick up times. Please keep in mind the following as you are bringing your child in to the building:

- Slow down while driving into and exiting from the parking lot.
- Hold your child(s) hand at all times when walking to and from the Center and also inside the building.
- Do not leave children in your car unattended.

- Do not leave your engine running.
- Be alert at all times to moving vehicles, especially buses. Buses do enter from the south and stop in front of the building's entrance.
- Park in designated parking spaces only.



MEALS AND SNACKS

Our center participates in the Iowa Child and Adult Care Food Program. This program allows us to offer formula, rice and oatmeal cereal and stage-two baby food for our infant families. Please see the office for specific brand of formula and types of baby food the center offers. Parents can choose to provide their own formula and baby food until babies are eating table food and are at least 1 year of age. After the child is one year of age the center will provide whole milk, with parent's approval. 1% milk is provided for children beginning at age 2.

We encourage your visits to feed and nurse your baby at your convenience.

Our nutritious meals are prepared by ARAMARK and are catered in daily. Children are encouraged to participate by setting the table, cleaning their own space, and serving their own food. Please see the menus posted in your child's classroom.

We serve breakfast, lunch and an afternoon snack daily. The times will vary between classrooms. You may ask your child's teacher for specific times for their group. Our center uses "Family Style" food service. Parents should **NOT** bring in food into the center unless their child is on a special diet or has allergies. See our policy below.

- If your child is on a special diet due to a food restriction or an allergy, your doctor will need to sign an Allergy/Food Exemption Medical Consent form as well as a Food Allergy Action Plan for Benadryl or an Epi Pen to be used for an allergic reaction. These forms are located in the front office and need to be updated with your child's physical yearly.

CHILD ABUSE REPORTING

The people who care for your child have special status under the law. They're mandatory reporters. They don't really report "child abuse". What they report is their suspicion that someone may have purposely hurt your child. They have no choice under the law. Trained investigators decide whether or not abuse actually took place. All children get bumps, bruises and scrapes as a part of growing up. It is important, however that you tell your child's teacher/caregiver about any unusual injuries or conditions.

PARENT TEACHER ORGANIZATION (PTO)

The PTO provides input and recommendations to the center director regarding fundraising, marketing, staff support & appreciation and center activities. This organization is composed of parents from the Rockwell Child Development Center, one child development center staff member and the center directors. Elected officers serve a 2-year term. Parent members can join at any time. The PTO meets on the 2nd Tuesday of every month from 11:45-12:45. If you are interested in serving on the PTO you may contact the center director.

TAX REPORTING INFORMATION

Payment for tuition is paid through payroll deduction for all Rockwell employees. Your pay stub serves as your tuition receipt and may be required for tax purposes.

For any families who pay cash, receipts will be issued with each payment received. A copy of your tuition payment ledger will be available upon request to be picked up at the end of the calendar year.

The tax identification number for the **Rockwell Child Development Center** is:

Our Web Page address is: **52-2314475**
<http://rweb.rockwellcollins.com/ent/rockwell-daycare/>

