

Welcome to the Hanover College Center for Child Development

We look forward to many happy and rewarding experiences with your child. If you have any questions about your child's program, please refer to this handbook or contact a staff member.

Mission Statement

The Hanover College Center for Child Development provides developmental childcare for the families of Hanover College and when possible, the surrounding community. The center supports the academic life of college students by providing a setting for practicum study, internships, work-study or service learning.

Location

Infant and Toddler Center	360 File Street	866-9260
Preschool Center	348 File Street	866-5139
Director: Sheila Barron	<u>barron@hanover.edu</u>	866-9260

Advisory Board

The seven members of the Childcare Advisory Board are appointed on an annual basis by the President of the college, and may serve on the board for a maximum of three years. The Childcare Board is an administrative body responsible for advising the President and the college on matters regarding the Center for Child Development. These matters include preparation and approval of an annual budget, setting enrollment and fee guidelines, hiring and working closely with the Center Director, and planning for the future of the Center. Other duties include fund raising, surveying the college community's childcare needs, maintenance of the facility and grounds, and development of long range goals.

The current members are as follows

Chairperson:

* Denotes parent members

Childcare Advisory Board meetings are held at least once a month. Minutes of each meeting will be posted the week following the meeting. If any parent wants to address the Advisory Board, they should call the board chair and ask to be put on the Agenda.

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PHILOSOPHY

The Center's program is an attempt to provide many experiences that will promote your child's development. Our aim is to provide an environment that will stimulate and challenge a young child's growth. The staff, facility, and equipment have all been selected to promote growth in the emotional, cognitive, social, large and small muscle and creative areas of your child's development.

We endeavor to help children have enjoyable experiences with similar-age children and with adults in a secure setting outside the home.

GOALS

Our goal is to encourage each child's growth and development in physical, social, emotional and intellectual areas. Realizing that each child has a unique growth pattern, and that learning and understanding is a continuous process, the following goals have been developed with no specific deadline for mastery in mind.

The goal of Hanover College Center for Child Development is to...

- Provide quality care and age appropriate activities for all children enrolled in Hanover College Center for Child Development.
- Provide a healthy and loving environment where children feel accepted, safe and secure.
- Encourage the development of a positive self-image through positive reinforcement.
- Foster independence in each child enrolled. We encourage independent dressing and proper washing techniques.
- Encourage respect for self as well as for others, understanding that one must first have self-respect before she/he is able to respect others.
- Provide an environment rich in language, where children are encouraged to express themselves, are listened to and responded to by caregivers.
- Provide an environment where children are free to make choices based on their interests.
- Help the child develop socialization skills such as sharing, helping others, taking turns, and understanding of others feelings.
- Encourage a sense of responsibility in children to finish what they've started and to help with care and putting away of materials.
- Provide an attitude of cooperation in working with parents in the care and nurturing of their child. We support the families through parent involvement, parent conferences and resource and referral as needed.
- Enhance the care giving and teaching abilities of education students at Hanover College and other higher education facilities by affording them the opportunity to learn through hands-on experience.

Daily Program

Parents receive a copy of the daily schedule upon enrollment, the beginning of the fall and summer semesters, and when updated. Schedules are also posted on the Parent Information Board in each Center.

Our daily program includes the following kinds of learning experiences:

1. **Free Choice/Small muscle development** Children may move freely among the various learning areas in the large playroom. They may choose from a variety of materials available such as puzzles and other manipulative toys, housekeeping/dress-up, blocks, playdough, library corner, science activities, etc.
2. **Clean-Up Time** To encourage a sense of responsibility, children and teachers work together to put things away.
3. **Circle Time** Children gather together and discuss (or be introduced to) a developmentally appropriate subject. Topics are introduced via pictures, puppets, or stories. Examples might be shapes, rhyming, color names, etc. Topics are enhanced throughout the day and week through exploratory art, science, music and literature.
4. **Creative Art** Children are encouraged to use art materials in an open-ended way. We offer a wide variety of materials such as finger-paint, playdough, easel painting, watercolors, chalk, paste, markers, colored pencils, etc.
5. **Large Muscle Activity** Much of outdoor play is designed to develop children's large muscles - running, climbing, riding bikes, etc. Other examples of this type of activity are moving to the beat of music, walking like an elephant, marching in a circle, etc.
6. **Music and Fingerplays** Music and fingerplays are an excellent listening and memorizing tool. It is also a great way to cool down from more strenuous activities, such as large muscle play. Often shy children or those with developing verbal skills really shine during music. We listen to music often throughout the day.
7. **Snacks and Meals** Mealtime is often a time for learning the name of new foods, waiting for a turn, sharing and learning basic table manners. Occasionally, the children will prepare food for snack or lunch. Meal preparation can then be a time to learn about measuring, pouring and mixing. Due to allergies – we do not serve peanuts or peanut butter at our program.
8. **Story time** We encourage children throughout the day to look at books, and we have at least one designated time each day when we read stories to the whole group. We do a lot of lap reading with infants and toddlers.
9. **Quiet time** Licensing rules stipulate that children be given a period for rest during the day. We never scold children for not sleeping, but we encourage them to relax and remain quiet. After resting quietly on their cots for approximately 30 minutes, preschool children who cannot sleep may come into the front room for quiet activities such as reading books, puzzles, and writing. We follow the infant's own nap cycle as much as possible.

WHAT TO BRING THE FIRST DAY OF SCHOOL

1. Enrollment Information

New Enrollees

- **Enrollment form**
- Official copy of **Child's Birth Certificate**
- **Emergency Information Card** - Parents need to notify us of change of address, phone numbers, authorized people for pick up, etc. throughout the year!
- **Child Physical Examination Health Record form** - completed and signed by physician or nurse practitioner
- Up to date, signed **Immunization Record form**
- Completed **Child Information form**
- **Release of Information state licensing form**
- **Discipline Policy**
- **Field Trip Permission form**
Infant/Toddler – Playground
Preschool – Walks around campus
- **Parent Consent form**
- **Payroll Deduction Contract/College Employees**
- **Menu Restriction form** if applicable
- **Parent Information Survey**

Returning Students

- **Enrollment form**
- Updated **Emergency Information Card** - Parents need to notify us of change of address, phone numbers, authorized people for pick up, etc. throughout the year!
- Up to date, signed **Immunization Record form**
- **Payroll Deduction Contract/College Employees**
- **Updated Menu Restriction form**
- **Parent Information Survey**

2. At least one **Change of clothing** to leave at the Center (please change with seasons and size). We cannot be responsible for mix-ups so please label all clothing with your child's name.
3. Child size **Blanket** to be kept at the Center to be used during nap/quiet time. Blankets will be sent home weekly to be washed and returned. Please label your child's blanket if possible. Due to sanitation concerns, pillows are not allowed.
4. **Diapers** We ask that you send a weekly supply. If your child is wearing training pants, please send extras to keep here at the Center. If you are using cloth diapers, the child must also wear leak-proof diaper covers. You will also need to provide a leak proof bag in which to place soiled diapers. It is the parent's responsibility to check and make sure that their child has enough diapers and wipes at school.
5. **Formula/breast milk and baby food** for any child not yet eating table foods. **Please label all bottles and food containers with your child's first and last name.**

6. Children may bring one soft toy or security item to sleep with during rest time. To keep rest time peaceful, please make sure this toy does not light up or make noise. This toy must stay in the child's cubby or on the child's cot unless it is rest time. **Children are not to bring other toys, valuables, or money to school.** The only exception to this policy will be on show and tell day.

The start of the school year is not a good time to begin toilet training or to eliminate the use of a pacifier or other comfort toy. Children need at least one month of adjustment time before initiating these changes.

ATTENDANCE

- **Arrival Time** So that your child (and you) gets the full benefit of our program, **please have your child here no later than 9:00 am.** This allows us to follow our daily schedule and keep class/activity disruption down to a minimum.
- **Morning Breakfast** If you wish your child to have morning snack **they need to arrive by 8:30 am.**
- **Days Attending** Children are expected to attend only on their scheduled days and times unless you have approval from the Director. If you occasionally need to add an extra day, ask the Director in advance and your child may be allowed to come if attendance allows. Extra days need to be paid on the day of attendance with a check made out to Hanover College.
- **Absence** If your child will be absent for any reason, please give us a call as soon as possible. The best time to call is before 9:00 am. Both Centers have answering machines if the teachers can not get to the phone.
- **Early Pick Up** If you will be picking your child up earlier than scheduled, please inform a staff person when you drop your child off.

For classroom and teacher scheduling, please be as consistent as possible when dropping off and picking up your child.

ARRIVAL & DEPARTURE PROCEDURE

- When arriving with your child, please come in with him/her and be sure a staff person knows you are here.
- The school year hours are 7:30 am to 5:30 pm. Summer hours are 7:15 am to 4:30 pm.
- Be sure to sign in and out on the *Daily Sign In/Sign Out Attendance Record* located near the cubbies in both Centers. Persons dropping off and/or picking up a child must print their first and last name and the first and last name of the child. This is a requirement to meet licensing regulations.
- When children are picked up in the middle of the day for doctor's appointments, etc. and are coming back to the Center, please sign your child out and then back in when you return.
- If there are any changes in the arrangement of persons picking up a child at the Center, we must be notified before pick-up time.
- The staff is required to see and ID and check the Emergency Information Card if they do not recognize the person attempting to pick up the child. Please make sure your child's *Emergency Information Card* is kept up to date with the names of those persons allowed to pick up your child.
- Parents must give written consent with their signature or get verbal approval from the Director to have someone who is not listed on the Emergency Card pick up their child. Parents are strongly discouraged from doing this.
- Check your child's cubby EVERYDAY for newsletters, important reminders, permission slips, etc.

- Check the wipe off bulletin board and Parent Information Board for current postings and updated information.
- **Arrival and Pick-up for those attending half day** – Children attending morning sessions only should be picked up between Noon and 12:15. Those who attend only the afternoon session should arrive between Noon and 12:15. This helps keep disruptions to the rest of the children's daily routine to a minimum. Your cooperation in adhering to this schedule is appreciated. All arrivals and departures are expected to be complete by no later than 12:15. The early arrival and late pick-up fee of \$1 per minute will apply otherwise.
- **Children are not to leave the building with anyone except for their parents or people on their emergency card.** Pick up time at the end of the day is a busy time at both Centers. Please make sure that other children do not go out when you enter the building or follow you when you exit the building. This is also the policy if you see a child's parents in the parking lot; that child must exit with his/her parents. Do not let your child exit the building without you!
- Teachers are scheduled to leave the building by the Center closing time. They are excited about going home to see their own families. Please keep this in mind when you pick up your child.
- Please respect the Center hours. **Early arrival and/or late pick-up will result in a \$1.00 per minute penalty.**

HEALTH & IMMUNIZATION INFORMATION

A health examination by a physician, and a copy of up-to-date immunizations is required for each child attending the Center. The *Health Record form* must be **returned within 30 days** after you first enroll your child. Licensing regulations state that children must be excluded if a health form is not returned within the required time. Regulations also require the *Immunization Record form* be updated and signed by a physician **annually**.

ILLNESSES

We are a well-child Center. Our goal is to help you keep your child safe and well. This means that children are not to be brought to the center if in the preceding 24 hours they have exhibited any of the following signs of illness:

- **Fever** (100.4 degrees when taken by mouth or ear)
- **Diarrhea** (once in 24 hours)
- **Vomiting** (once in 24 hours)
- **Frequent Cough** (child gets red or blue in the face or makes high-pitched croupy, whooping sounds after he/she coughs)
- **Pink Eye** (tears, redness of eyelid lining or irritation followed by swelling or pus discharge)
- **Sore Throat** (when child is having trouble eating or drinking, or if the child has a temperature along with the sore throat)
- **Rash** (that you don't know the cause or can't identify)
- **Excessive runny nose with cloudy mucus**

It is important that families have alternate child care for their children. **Children may not return to the Center until they have been symptom free for 24 hours.** If your child develops one or more of the above while at school, you will be notified and must pick your child up from school ASAP. Please be sure that we have telephone numbers where at least one parent can be reached at all times. This is especially important in case of emergencies. If your child misses school because he/she is sick, you may be asked to send a signed note from your child's doctor, stating that the child is not contagious. Parents who knowingly or repeatedly send their child to the Center with any of the above symptoms may be asked to find other permanent childcare arrangements.

MEDICATION

- If possible, medication should be given on a schedule when they can be given before or after school; when your child is at home.
- All medications brought to school for your child must be handed to your child's teacher or to the Director. Do not put Medicine in your child's cubby. Leave on the counter, or give to your child to give to the teacher.
- All medication will be stored in a cabinet, out of the reach of the children.
- Staff, volunteers, parents, and observers that spend time in the Center and bring in purses, backpacks, etc. will store them in a child proof area, out of the reach of the children.
- State law requires that before any medication can be administered to a child, the *Request to Administer Medication form* must be completed and signed by the parent/guardian. The form must contain clear, written instructions as to the dosage; time and reason medication is to be given.
- We must have a written doctor's order and/or the prescription bottle with the child's name, physicians name, and pharmacy label before we can give prescribed medication at school. Over the counter medicine like Tylenol must also come in its original container and have the child's first and last name on it.
- We cannot store medications indefinitely. When your child no longer needs medication it will be sent home.
- Bug repellent and sunscreen will be used in the program. Permission slips will be available for you to sign allowing us to apply these products to your child. Please let your child's teacher know if you have concerns about allergies to any of these. You may provide your own repellent and sun screen but will also be required to complete a permission slip. All products should have your child's name on them and handed to a teacher or the Director for safe storage at the Center.

INJURIES AT SCHOOL

Children are very active and though we do everything we can to make sure your child does not get hurt, accidents do sometimes happen. The following are some things you can do to make sure your child is cared for the way that you want:

- Make sure staff knows about illnesses or conditions your child has that make injury more likely. Examples: frequent ear infections that may cause dizziness, difficulty seeing, or muscle disorders such as muscular dystrophy or cerebral palsy.
- Keep your child's health record at school up-to-date. If you change your telephone number or move, let the teacher know right away. This is the most important thing you can do to make sure you can be reached if your child has a medical emergency.
- Make sure that we have at least one working emergency contact number besides a parent/guardian. These numbers should be for people who can give consent for medical treatment if we can't locate you. To give consent, a person must be a parent, step-parent, grandparent, or blood relative who is at least 18 years old.
- Make sure staff are aware of any injury your child may have received while at home.

All program staff members are trained in First Aid and CPR and supplies are available wherever the children are (classroom, playground, field trip).

If your child receives an injury that requires first aid, we will make every attempt to notify you after

we have attended to your child. We probably will not contact you for minor bumps and bruises but we will apply ice to the affected area. Facial injuries and any bleeding would be cases in which parents would be notified so that they may make a determination whether to seek further treatment. You will be notified in the case of any major injury. If your child receives an injury while at school that requires first aid and/or leaves a mark, bruise, or causes swelling, you will receive a *Report of Minor Injury/Accident form*. This form will be signed by you, your child's teacher, and the Director, and kept in your child's file. You will also receive a copy of this form. Staff will clean and use antibiotic ointment on cuts and scrapes.

CENTER CLOSING

In rare instances the Center may close due to inclement weather or some other unforeseen emergency such as a furnace breakdown. Every attempt will be made to notify you before 7:00 am the day of closing. **In cases of inclement weather, we will close only when Hanover College is closed.**

MEAL PLAN

Children That Are Eating Table Food

Menus run on a three week cycle and are posted on the Parent Information Board in each Center. Food served at the center is provided by Sodexo, the same food service used by Hanover College. The Center serves a nutritious lunch and morning and afternoon snacks each day. Mealtime is an educational as well as nutritional part of each day and children are encouraged to try a variety of foods. Preschool children are encouraged to spread their own condiments, pour their own beverages and clean up when they finish. Children are never forced to eat something they do not want and denial of food is **never** used as a means of discipline. **Please provide a signed *Menu Restriction form* if your child is allergic to any food(s) and therefore restricted from eating them. You may also be asked to bring in a signed doctor's statement. It is the responsibility of the parents to supply alternate foods when a child cannot have what is on the menu, i.e. goat's milk in place of cow's milk.** To not disrupt the daily schedule, preschool and toddler parents must observe the times that are scheduled for morning and afternoon snacks and lunch. You are not permitted to bring food into the Center other than these times. Parents will receive a copy of the menu upon enrollment, when changes in the menu occur, and upon request. **Sodexo will be closed a few days during the summer and school year. Parents are notified in advance and will provide their child's lunch during these days. Due to allergies, we ask that families to not bring peanuts or peanut butter into the Center.**

Infants & Toddlers (who are just learning how to eat table food)

Please make sure that your child's food comes in a container with your child's first and last name on it. Containers will be rinsed in warm water and sent home everyday for more sterile cleaning. Staff will work with those children who are starting to eat table food and may not be ready for foods that are served on the menu. Parents may be asked to bring in alternate foods for these children. All foods are cut small; pieces less than the diameter of a dime. Parents need to let staff know when they believe their child is or is not ready for menu items.

POTTY TRAINING

Let's work together when potty training. Consistency is very important. Contact your child's teacher when you are ready to begin. Please make sure that your child is wearing the same thing (diapers, pull-ups, underwear) at school as he/she is at home. Our goal is to have children potty trained before they enter the preschool program.

OUTSIDE PLAY

We go outside to play everyday unless it is raining, snowing heavily, or the wind chill and temperature total 25 degrees or below. Please remember to dress your child for the weather. This means boots on snowy days and hats and mittens during cold weather. The length of time spent outside will also be scheduled around weather conditions. Children under the age of two will receive special consideration when scheduling outside time. This will be determined by the Director and the child's teacher. Cool water is always available to children on the playground and when children come inside during extremely warm days.

DRESS

Children should wear comfortable play clothes. Many of our craft projects involve painting and pasting. Creativity can be messy! It is also recommended that children wear clothes that enable them to use the bathroom independently. This is also very important to remember when children are potty training. Teachers are always available to help, but we encourage independence. Rubber soled shoes are best for climbing, running, etc. Summer sandals and "Sunday" shoes are not safe for climbing, bike riding, etc.

Each child should have at least one extra set of seasonally appropriate clothing, labeled with the child's name. Please include underwear and socks in the extra set of clothing. Children who are potty training will need several sets of clothing.

If you have extra clothing that your child has grown out of or no longer wears, please feel free to donate them to the Center to be stored with our extra clothes.

Children are not allowed to wear hats in school. We do not want them getting lost or shared with other children. If your child wears a hat to school, it must stay in your child's cubby until your child goes on the playground or you pick up your child.

VISITATION

Parents, grandparents and others are welcome to visit, observe and/or volunteer in either Center. For the safety of the children, persons visiting the center must announce their arrival, sign the *Volunteer/Observation Sign In Sheet* and wear a nametag. Because of space limitations, we ask that you notify the staff at least one day in advance. You are welcome to bring your lunch and eat with your child on occasion. You may also wish to take your child out for lunch. If you choose to eat with your child, please observe the nap/rest time at each Center. Remember to sign your child in and out and notify a teacher when you leave and return. According to State Licensing Regulations, children who are not enrolled in the program may not be in the classroom during classroom hours unless they are with a parent to pick up or drop off another child.

Our program provides a great resource for Hanover College students to observe, do volunteer work, or be employed as student workers. Our program may also be used as a practicum site for students who are working toward a degree in early childhood education. Students who visit our Center must also meet licensing requirements and be approved by the Director before they spend time in the Center.

PARENT INFORMATION

Information concerning you and your family and information regarding services that you receive will be treated in a confidential manner. Access to files will be limited to administrative staff, lead teachers, and inspection officials of affiliated state agencies. Written consent will be obtained for information to be released to any other party. You have the right to see your child's file. Files must be kept current and

complete at all times. It is the parent's responsibility to notify the Director of any changes of employment, address, or telephone number. Please do this immediately! Do not ask teachers to share confidential information, regarding another child, with you.

FIELD TRIPS

The preschool children will be taking several field trips this year. You will receive a minimum two week notice prior to the date of the field trip and permission slips will be obtained in advance. The preschool frequently takes nature walks in and around campus and require you to sign the *Field Trip Permission Form*.

Parents are encouraged to join us whenever possible. We are always looking for fun and educational places to visit and welcome your ideas. Parents may provide transportation for their child only to and from field trips. Please let your child's teacher know in advance if you are providing transportation and sign your child in and out on the *Daily Sign In/Sign Out Attendance Record*. First Aid supplies and emergency contact information are always taken on field trips. Children must ride in car seats provided by parents and adults must wear seatbelts when riding in campus vans to and from field trips.

If your child is not scheduled to attend school the day that we are going on a field trip, he/she is always welcome to come along. To meet licensing requirements, child/teacher ratios, and not go over the maximum twelve student capacity, you would need to bring your child to the Center right before we leave, provide transportation, and take your child home after the field trip. We will pay all fees for your child and provide lunch.

We need to know at least two weeks in advance if parents need us to provide their lunch so we can order it from Sodexo. Most field trip costs will be covered by the college. Parents may be asked to pay for bigger, out of town field trips. Example: cost of admission to Derby Dinner Playhouse or the Louisville Zoo. This information will be provided on the field trip permission slip. Program policies also apply when we go on field trips.

BIRTHDAYS

Birthdays are often celebrated by bringing a special treat to share with the class. If this is your wish please let us know in advance so we can make substitutions for children with food allergies. Parents are encouraged to come celebrate with us and take pictures if they wish. Other ways to commemorate a birthday or "graduation" from the Center could be to donate a favorite book to the school. Such gifts are very welcome and will be noted with a special inscription such as, "*This book was given by Jenny Jones in celebration of her 3rd birthday.*" **Invitations to parties taking place outside the Center may be distributed at the Center only if every child in that Center is invited.** (Infant Toddler or Preschool – you do not have to invite both buildings) Children's feelings are easily hurt and because we are a small center it is not possible to "discreetly" invite selected children. If you plan to only invite a select number of children, you will need to find another way to deliver your invitations. Parents may request an address list to mail invitations.

COMMUNICATION BETWEEN THE CENTER AND PARENTS

A newsletter of Center activities will be sent by email on a monthly basis. Additional information can be found on the Parent Information Board or the wipe off board located near the cubbies. There is also a clear box where parents can leave written messages for the Director. Information will be sent to parents concerning any other significant occurrences as the need arises.

Parents are encouraged to call the Center and arrange to talk with the staff and/or Director about any concerns or problems. Teachers usually cannot talk with you at length during Center hours, but will be

happy to schedule a mutually convenient time. Please notify us immediately of major changes at home that may affect your child such as a death in the family, recent move, divorce, remarriage, new baby, etc.

PARENT INVOLVEMENT

The Hanover College Center for Child Development has an open door policy to the families that we serve. Family ideas, comments, and suggestions are always welcome. You are a very important part of the program and your child is counting on you to be a part of his/her education! Here are some ways that you can become involved in your child's program:

- **Parent/Teacher Conferences** We feel that communication between the family and the Center is very important. Throughout the year you will be expected to participate in 2 parent/teacher conferences. During these meetings the staff and family will discuss the child's development and progress in the program. Information regarding class scheduling, classroom curriculum, and family involvement will also be shared. Parents and staff may request an additional parent/teacher conference any time throughout the year.
- **Your Child's Special Day** Sign up to spend an hour or two at the center to read a story and do a special craft with the kids. We call it your 'special day'. It gives the kids a chance to do some things they never get to do and they love to have a parent there. It also tells them that you care about what they do on a daily basis.
- **Indirect Involvement** Many opportunities occur throughout the year when we ask for parental assistance. Your involvement boosts your child's self esteem and also enables us to keep your child care fees reasonable. Parents are asked to help with fundraising projects, and also to help with house and yard maintenance. You are not expected to help with every single event, but all parents should volunteer at least some time and services so that all families can reap the benefits.
- **Field Trips** Sign up and come along!

Drop off and pick up are the busiest times of the day. So we can assure proper supervision of all of the children, please avoid using these times to discuss major concerns with the staff. This also helps keep shared information confidential and allows the staff to devote their full attention to you. The staff will be happy to meet with you any other time and will make every effort to arrange a time that is mutually convenient.

NAP TIME/REST PERIOD

All children are encouraged to take an afternoon rest. Children will sleep either in cribs or on the individual cots provided. Parents are asked to send a child size blanket for their child's use. One, favorite, cuddly toy may also be sent. Children will be asked to keep it on their cot to be used only at naptime. This prevents damage to the toy and sharing problems. After resting quietly on their cots for approximately 30 minutes, preschool children who cannot sleep may come into the front room for quiet activities such as reading books, puzzles, and writing. We follow the infant's own nap cycle as much as possible.

TORNADO WATCH/WARNING

The Hanover Center for Child Development will do everything possible to assure the safety of all children. If a Tornado **Watch** is issued during Center hours, we will remain open. Parents may come to pick up their child if they wish.

If a Tornado **Warning** is issued, children will be supervised in a pre-designated area of the building, usually the basement. Evacuation plans are posted in each building. Parents may come to pick up their child if they wish. **Please do not call the Center when a warning is issued.** We are not able to

adequately supervise the children when we have to keep answering the phone. When the all clear is issued we will again be able to answer the telephone.

Staff will be listening to the local radio station, WORX 96.7, to help keep track of the weather when outside weather conditions look questionable.

FIRE DRILLS

We will conduct monthly Fire Drills. Anyone that is in the building during a drill must participate. This includes student workers/volunteers and parents. Some children may experience anxiety when these drills occur. We try to reassure the child that we are just “practicing” but most parents will also want to discuss the experience with their child. Evacuation plans are posted in each building. The preschool includes fire safety as a part of their curriculum each year. The Hanover College Maintenance Department regularly checks and updates the smoke alarms and fire extinguishers in the Center. In the event of a real fire, the children will be escorted to the other building (preschool to the Infant/Toddler house and vice versa) and parents will be contacted by phone.

DISCIPLINE POLICY

Discipline is handled with kindness and understanding. Positive methods of discipline shall be used to encourage self-control, self-esteem and cooperation. Teachers individualize responses to the children’s behavior, in relation to the particular child and the situation. Physical punishment of any kind is never used at the Center. The following procedures shall be used to maintain a safe and positive environment for the children to play and learn and for staff to work in.

- **Positive Reinforcement** We believe that encouragement for positive behavior is a very useful form of discipline. Verbal praise, smiles, and pleasant attention for appropriate behavior are used by staff throughout the day at the Center.
- **Talking To The Child** Sometimes the behavior needs to be talked out. The teacher will talk to the child at their eye level and explain why the behavior is not appropriate and help the child come up with other solutions on how to deal with the situation if it happens again. If the inappropriate behavior continues, the teacher will tell the child the rule and the consequences for the behavior. For example “We do not throw blocks at school. Throwing blocks may break something or hurt one of our friends. If you continue to throw blocks, you may have to choose something else to play with.” The teacher is careful to emphasize that it is the behavior that is unacceptable, not the child.

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- **Redirection** When a child is being destructive to materials or harmful to another person, that child is redirected to a choice made by the teacher. In extreme situations, a child may need to be separated from the group to an individual activity to help him/her gain control.
- **Change In Environment** When inappropriate behavior occurs, it is dealt with immediately. Staff tries to identify the cause of the inappropriate behavior and recognize that repeated problem behavior may be the child’s way of signaling that he/she needs help in dealing with a certain task or situation. Teachers can then modify the learning environment and/or activities to help resolve the situation. Children like to be challenged while at the same time want to feel successful in their attempts. Teachers keep this in mind when selecting play and learning materials for the classroom.
- **Time Out** Sometimes the child may need to be removed from the activity and take a break when he/she has repeated the inappropriate behavior or the child’s behavior may be endangering the safety of the others or himself. The child is placed at a table or in a chair within supervision of the teacher. The teacher will talk to the child about what happened. Generally, time allowed for time

out equals the child's age, three minutes for three years, four minutes for four years, etc. Due to developmental maturity, time out is not used with children under the age of three.

ONLY IN EXTREME CASES WILL THE FOLLOWING BE USED

- When a child exhibits a problem behavior on a continual basis that is not resolved through appropriate behavior management strategies, the classroom staff will meet with the Director to document the problem behavior and ask for further guidance.
- If the behavior problem is still not resolved, classroom staff and the Director shall request a meeting with the child's parent(s) to discuss the problem behavior. This meeting will be set at a mutual time and place that is most convenient for everyone. The staff, Director and the parents will collaborate on the development of strategies to resolve the problem behavior. If parents refuse to meet with the staff and/or Director, the child may be dismissed from the program.
- If the child cannot gain control and continues to hurt self or others for a period of time, the Director will notify the parents to come and pick their child up from school or to help contain the child. If the parent takes the child home, the child may be allowed to come back to school the next day.
- If every attempt has been made to help the child and family overcome behavior difficulties and it is not resolved, the child may be dismissed from the program. Every effort will be made to continue the child's participation in the program. Dismissal will only be considered with the approval of the Director and the Advisory Board.

During times of drop-off and-pick up, or other time that you are at the Center with your child, we ask that families use the same discipline policy of the Center. Parents are not to discipline children other than their own.

Behavior management methods other than those outlined in these procedures are prohibited from being used by any staff in the program.

Newly enrolled parents and new staff receive, sign, and return a copy of the above discipline policy. All parents and staff are notified and asked to sign a copy of the discipline policy if any changes are made.

CHILD ABUSE AND NEGLECT POLICY

In accordance with State of Indiana law, the Center will report to Child Protective Services of Jefferson County any suspicion of child abuse or neglect.

TOBACCO AND ALCOHOL USE

It is the policy of the Hanover College Center for Child Development to prohibit the use of tobacco, alcohol, or a potentially toxic substance in the Child Care Center or the surrounding property when children are present, during business hours which are 7:15am to 5:30pm. This policy also applies when children leave the property to attend field trips. Any parent not complying with this policy will have their child care terminated. This policy is posted in each Center.

FINANCIAL POLICIES

Application Fee: There is a one-time only \$25 application fee payable when the child is first enrolled.

HANOVER COLLEGE EMPLOYEES

Payroll Deduction: Monthly fees are payable by payroll deduction. The Director will send authorization forms to you to sign and will be copied and placed in your child's file and sent to the campus Business Office. Fees will be deducted in accordance with the schedule indicated on the Financial Agreement signed by each parent. Fees are deducted for the current month attending, i.e. August fees deducted from August paycheck. Since the school year begins in the middle of August, the second half of August will be calculated in the September through May deductions. Those attending in the summer will have year-round payroll deduction. College employees are granted one free week of childcare during the school year and another week if attending the summer program. **There will be no other reduction of fees for absences due to vacations or illnesses.**

COMMUNITY EMPLOYEES

Tuition payments: Fees are payable every two weeks, in advance. Those who wish may make one monthly payment due on the first of each month. The Director will send a pay schedule to you before the start of fall, winter, and summer. Checks should be made payable to Hanover College and placed in the box next to the Daily Sign In/Sign Out Attendance Record in each Center. Receipts will be issued after checks have been received by the Business Office. **There is no reduction in fees for absences due to vacations or illness.**

Late Payments Penalty: If payments are not received within 3 days of the due date, a \$10.00 late penalty will be assessed. If payment is still not received 5 days after the due date, you will be notified that your child has been withdrawn from the center until all charges are paid.

Returned Check Fee: There is a returned check fee of \$15.00.

EVERYONE

Late Pick-UP/Drop-Off Fees: There will be a charge of **\$1 per minute** if your child arrives before opening time or is not picked up by closing time - See Financial Agreement.

Changes in Enrollment: There is a \$10 processing fee if your child's scheduled attendance changes during any enrollment period. Changes may be made at the next enrollment period at no charge.

Substitute Care Policy

If there is a teacher absent at either center, the director will sub for that teacher. On rare occasions, a sub that is either a parent or advisory board member may need help supervise the children.

WITHDRAWAL

Children are considered enrolled for the entire academic year or summer session. If you must withdraw your child during the academic year, a **two-week advance written notice** is required before payroll deduction will be terminated. Parents are responsible for paying for the entire month of May unless they withdraw their child before May 1st. Parents who enroll their children for the summer session are responsible for paying the full amount even if they choose to withdraw their child before the session ends.

BUILDING AND MAINTAINING A POSITIVE ENVIRONMENT

It is the responsibility of each teacher, staff member and parent to work together at building and maintaining a positive environment at the Hanover Center for Child Development. If at any time you have a question or concern, the first step is to talk with your child's teachers. If, after discussion with the teachers, a parent still feels an issue is unresolved, the next step would be to talk with the Director. If after discussion with the Director, the issue is still unresolved, the parent may submit a written statement to the Advisory Board who will review the matter and contact you for further discussion.

At the Hanover Center for Child Development we believe that working together, families, teachers and staff can build an excellent program for our children.