

BARKER WOODS ENRICHMENT CENTER
CHILD CARE
PARENT HANDBOOK

WELCOME TO THE BARKER WOODS' FAMILY !!!!!!!!!!!

Barker Woods Enrichment Center is in the People Business

The Parents Council for Handicapped and Retarded Children of LaPorte County, Inc. has existed for the past 56 years to serve the needs of challenged individuals throughout the county. As laws, societal attitudes, and educational philosophies have evolved through the years, programs at the Therapy Center have also had to change. In the early 1970's the Therapy Center became The Therapy Center for Preschool Children as only children birth through 5 years were served by this agency. The educational philosophies of mainstreaming, inclusion and natural environments were introduced to those providing services.

Typically developing peers became an integral part of the education of developmentally delayed young children as the preschool was established. It became obvious that the Therapy Center was going to have to make changes in the way services are provided. The staff of Barker Woods Enrichment Center is now delighted to offer childcare services to ALL children, 18 months through 6 year olds, in a setting of typically developing and developmentally delayed children.

Objectives

- ❖ To meet parents' and children's needs by offering safe, accessible and affordable programs staffed by competent, responsible caregivers who understand and meet the needs of children.
- ❖ To provide opportunities for children to develop an understanding of self and others and to develop social skills in a setting characterized by warmth, personal respect, positive support and responsiveness.

Child Care Center Beliefs:

- ❖ That each child who attends should be assisted in developing as a curious, intelligent, self-confident and responsible person.
- ❖ That the provision of activities, experiences, materials and equipment be appropriate to children's development.
- ❖ That the nurturing of the development of social interaction of children be provided in a safe and healthy place.
- ❖ That each child be encouraged to develop its minds and bodies to the degree for which each is capable.
- ❖ That each child should feel comfortable, safe, and look forward to coming to the Center.

Licensing

The Indiana Family Social Service Administration, Division of Family and Children license the Center. The Center meets all of the requirements of this licensing entity and is always open to unannounced visits by licensing personnel and parents.

Staff

The staff is comprised of both professional and paraprofessional caregivers. Staffing for the Center meets the licensing requirements related to age, educational background, continuing education, and caregiver-child ratio.

Staff members are selected on the basis of their qualifications, skills and concern for the health, safety and development of your children. Regular ongoing training is provided for all staff members in child development and childcare techniques.

Person Legally Responsible for the Building

Barker Woods Enrichment Center is operated by the Parents Council for Handicapped and Retarded Children of LaPorte County, INC. The Board of Directors supervises the Executive Director, Deborah Rodecap, who is charge of the day-to-day operation of the Center.

Confidentiality Policy

The staff at Barker Woods respect the families associated with the Center. The parents have the right to privacy regarding their children. The staff protects this right by not disclosing personal information to other parents or in the community at large. Violation of this policy may result in the termination of the staff member.

Registration

To assure the best possible experience for children and parents we recommend a pre-registration interview with the Daycare Director and a tour of the Center facilities. Appointments may be made by calling 872-6996 ext. 15. A registration packet will be provided at that time.

Enrollment Procedures

All enrollment forms must be completed. Enrollment forms include a childcare agreement, registration information, health forms, school lunch forms, other forms, and a physical form that must be completed by your child's health care provider. The physical form must be completed within 30 days from enrollment. Children who attend preschool only are not required to have a physical.

We are required to have a copy of the child's birth certificate issued by the Health Department. A \$25.00 registration fee is due at the time the packet is submitted.

Basic Fee Structure for Child Care

Full time fees are \$110.00 a week for children age three and older, and \$120 per week for children under three years of age. There is a 10% discount for a second child in the family. Part time fees are: Up to 4 hours \$4.00 per hour; over 4 hours \$25.00 per day. For part time children, we need a 24-hour notice and the same registration and physical forms as for full time children. Preschool fees are monthly fees. The costs are 2 days per week - \$50.00: 3 days per week - \$70.00: 5 days per week - \$120.00. If the child is in childcare, the preschool program is included.

Payments - Payment is preferred on the Monday for the current week. Payments may be made for one or more weeks at a time. If payments are over 2 weeks late, a late fee of \$15 will be charged, and your child may not be accepted into the Center until other arrangements have been made with the Childcare Director.

Payments can be made by check, cash, or money order. Post-dated checks will not be accepted. Returned checks will be assessed fees payable in cash or money order for:

- ❖ The full amount of the check in cash.
- ❖ A \$35.00 service fee that the bank charges the Center.
- ❖ Any additional fees incurred as a result of the check not clearing
- ❖ If two checks are returned, all payments must be in cash thereafter.

If a third party is paying for your childcare expenses and for any reason declines to pay, you are then responsible for the charges.

Payment may be made to the Childcare Director. Your child's place is reserved at the Center. No credit is given for illness. Each full time child will be given 2 weeks at no charge for family vacation per year (January to December). This time is granted one or two weeks at a time and may not be used as days off used sporadically throughout the year.

Tuition Assistance

The staff at the Center encourages those who may be eligible for Indiana Childcare Vouchers to apply for the program. The voucher will pay the entire childcare costs. Barker Woods also participates in the Success by Six Subsidy Program. This program is based on income and family size, and it pays 25% or 50% of the cost of childcare.

Parents will be charged whether the child comes for one day or five. Holidays that fall during the week will not be charged for childcare students. Payment for holidays for the preschool student is included in the monthly rates, so no adjustments will be made.

Families of full time childcare students may take two weeks per year of vacation. For those two weeks, tuition will be waived. Arrangement with the Childcare Director needs to be made in advance. The vacation year is January to December. Children enrolling after June 1 will be allowed one-week vacation.

Scheduling Changes

Any changes in the days or times your child is to attend, the Childcare Director must approve. If your child is attending on a varied scheduled, it is the responsibility of the parent to provide a schedule on Monday for that week. Changes will be granted based on class ratios.

Hours

The Center is in operation from 5:00 a.m. to 6:00 p.m., Monday through Friday. Children must be picked up by 6:00 p.m. Parents must make arrangements for an alternate party to pick up the child in advance, if for any reason their child cannot be picked up by the closing time of 6:00 p.m. If your child remains in the Center after closing, you will be liable for a late charge of \$5.00 per each 15 minutes.

Meals

Barker Woods provides breakfast, lunch, and morning and afternoon snacks. The meals are nutritious and well balanced. You should be aware of meal times to ensure that your child/children is/are present.

Breakfast	7:15AM	Lunch	11:50 and 12:20
AM Snack	10:00 AM	PM Snack	3:00PM

If your child is dropped off after breakfast, it is your responsibility to feed your child. The School Lunch Program prohibits parents bringing outside food into the Center. Food for parties must be purchased from the store and individually wrapped.

Holidays

The following days are days that Barker Woods will be closed in observance of holidays:

New Year's Eve Day
 New Year's Day
 Memorial Day
 July 4th
 Labor Day

Thanksgiving Day
 Friday following Thanksgiving
 Christmas Eve Day
 Christmas Day

Severe Weather

We will make every effort to remain open, but in the event of extremely severe weather, it may become necessary for the Center to close early. The Center's Executive Director will make the decision to close the Center and it will be announced on the radio on WEFM and WLOI. We will also make phone calls to each parent. Please make arrangements to have your child picked up as soon as possible. Our staff will remain with your child until you arrive. Please use common sense about this and keep in mind that our staff members have families to go home to as well. Your cooperation and consideration will be greatly appreciated.

There are times when the weather is so severe that the Center does not open. When the schools close, the Center does not always close. Please listen to the local radio station for the closings.

Clothing and Supplies

Children's belongings must have their name written on it somewhere. The Center cannot be responsible for lost items. Please send your children in appropriate clothing for the weather. Licensing regulations state that children must go outside, weather permitting, when the wind-chill temperature is above 25 and the heat index is below 90. Exceptions to these temperatures require a statement from the physician. Children will need the following items:

- ❖ Disposable diapers, or pull-ups, brought in unopened bags, a box of wipes, and Kleenex.
- ❖ All medicinal powders and ointments must have a written physician's order for their use.
- ❖ At least one change of clothes. PLEASE LABEL ALL ITEMS.

Policies You Need to Know

1. Bringing things from home – Please do not bring toys or other personal items to the Center without permission from the Childcare Director. They can be lost, broken or swallowed. The toys and equipment at the Center have been specifically selected to be stimulating, educational, fun and safe for children. It would be helpful if you explain this policy to your child.
2. Arrival/Departure – Parents must escort their children into the Center and release them to the appropriate staff member. Children must be signed in and signed out on the computer by an authorized adult. Children will not be released to unauthorized

persons. Parents must indicate on the registration forms all those authorized to pick up a child. Any change should be indicated in writing. In cases of separation or divorce, WE MUST HAVE A COURT ORDER stating whom the child will be permitted to leave with, otherwise either parent may take the child, as we have no jurisdiction.

3. Late Pickup – Our staff members work a full and often tiring day just as you do, and in many cases they must go home and take care of a family, too. We ask that you respect our closing time. We have no arrangements for care after the Center closes, which means that if you are late, a staff member must stay late with your child. The Center closes at 6:00 p.m. and staff members expect to be able to leave at that time. Please arrange to have an authorized person pick up your child on time in the event you are unable to do so. Failure to do so will result in a late charge of \$5.00 per each 15 minutes.

When a parent fails to pick up a child within 5 minutes of closing, the parent will be called. If the parent is not reached, the alternative emergency numbers on the registration form will be called. The staff will continue to make telephone calls to the designated numbers for up to one hour. If at this point in time, the parents and alternative parties listed on the registration form cannot be reached the following procedure will be followed: The police will be contacted to see if there has been an accident and/or ask them to drive by your home to see if there is a problem there. If there are no problems found, then the police will be notified of an abandoned child.

4. Release of Children to People Who Are Impaired

Safety of the children attending Barker Woods is the paramount concern for the staff members. If a person attempting to pick up a child appears to be impaired in his/her demeanor, such as slurring words, showing balance problems, or being combative, the following steps will be taken:

- ❖ The staff member will ask the person if there is someone she could call to come pick up the impaired person and the child.
- ❖ If the impaired person refuses, the staff member will not allow the person to take the child and will contact one of the emergency contacts the parent previously had provided.

If the person becomes combative, the staff will allow the child to leave with the person, but the police will be notified immediately of the situation.

Discipline – Discipline at the Center is based on an understanding of the individual child's needs and stage of development. Our goal is to develop self-discipline, responsibility for self, respect and caring for others and honesty. Our staff attempts to

be good role models for children. Positive reinforcement, reasonable expectations, logical consequences, distraction and diversion, and if necessary, supervised removal from the group for short periods of time are all techniques used in guiding children's behavior. Physical punishment is never administered. We will communicate with you directly when possible. Notes will also be left if the teacher is not available to talk with you and conferences will be arranged if warranted. A log of a disruptive child's behavior will be kept. Check your child's classroom folder each day.

Parents are encouraged to speak with the child's teacher regarding the child's progress and any concerns that might develop. Open communication is the key to the child's progress.

5. Termination - We reserve the right to terminate your child's attendance at our Center for such things as, but not restricted to: disruptive behavioral problems, emotional problems, or problems that are a safety risk to themselves, other children or staff. If these or any other problems begin to upset or influence the other children in the classroom then we will have no other choice than to ask for a conference with the parents. At that time, we may request testing and evaluation of the child, at the parents expense. If the parent agrees then the child may be allowed to remain until the testing is done. Once we have received the evaluation we will then determine if the programming at the Center will meet the child's needs. If the parent does not agree, then the child's attendance may be terminated. If the parent does not agree to the conference to be held within 48 hours, the child's attendance may be terminated.
6. Toilet Training – When a child is physically and emotionally ready the staff will work with the family on toilet training at the Center. It is important that children wear appropriate clothing that is easy to pull down and fasten. This process should be a non-stressful and relaxed time.

Accidents and Injuries – Safety of the children is a top priority of the staff. When dealing with young children, accidents will happen. Accident forms will be completed for each injury. One copy will be given to the parents and one will be placed in the child's file.

7. Food Program – USDA approved meals are prepared daily for the children. Nutritious, low sugar menus are planned and copies are posted and available for parents. We participate in the Child and Adult Care Food Program and all parents are required to fill out the appropriate paperwork when enrolling their children.
8. No Smoking Policy

There is a no smoking policy in effect at Barker Woods. This means there is no smoking allowed on any of the grounds of Barker Woods. This policy includes parents, staff members, and guests visiting the Center.

HEALTH POLICY

If your child requires medication while at the Center, you must fill out a Parental Permission Form that must be signed by the Doctor. This form may be obtained from the Childcare Director. The medication must come in the original container with the directions on it. It allows the staff to administer prescribed medications. A separate form is required for each new medication. Parents should keep the staff informed daily as to the continuing medical needs of their child and any changes in emergency information. It is the responsibility of the parent to hand the medicine to the staff to be properly stored (do not leave it sitting on the counter or in your child's backpack). It is the responsibility of the parent to let the staff know the exact time the medication is to be taken.

Any type of non-prescription medication (Tylenol, Advil, cough/cold medicines, teething gel, cough drops, etc.) will be provided by the parent and administered only with the doctor's written order.

In a medical emergency, every effort will be made to contact the child's parents. Failing to do so, we will contact the doctor listed on the enrollment forms and follow the doctor's instructions until parents can be reached.

ILLNESS

Our Center is licensed to care for well children. We have no facilities or staff for the care of sick children. Children who are running a fever (101 degrees or more) or who have a known or possibly communicable disease should not be brought to the Center. Parents are urged to make alternative plans for care of a sick child in advance of the need.

If your child becomes ill, you or one of your emergency contact persons will be called to pick up your child. It is extremely important that there is someone listed on your registration form that is available to come quickly for your child when we call. If your child is exposed to a contagious disease you must notify the Childcare Director immediately. In the event of an illness, because the Center is reserving a slot for your child, the normal weekly rate will be charged even though your child is not in attendance.

POLICIES ON COMMON ILLNESSES

Colds/Flu

Restrictions: If the child has an oral fever of 101 or higher or severe symptoms are present, the child is excluded until the fever is normal for 24 consecutive hours and/or the severe symptoms alleviated.

Control Measures: Watch child for other symptoms, i.e. productive cough with colored mucus, fever, vomiting, muscular aches, which suggest the child is developing complications (i.e. pneumonia). Have the child and staff wash their hands frequently.

Diarrheal Diseases: (Varies) Salmellosis, Shigelosis, Rotaviral Enteritis, E Coli 0157:H7, Giardiasis, Campylobacteriosis, Cryosporidiosis

Restriction: Exclude until diarrhea is gone for 24 consecutive hours or advised by local health department or physician.

Control Measures: Proper hand washing and sanitation of all contaminated articles and equipment. Keep diapering and food service tasks and items separately. Notify parents. Check with the health department when clusters of cases occur. A record of your child's immunizations must be on file at the Center. All children must be up-to-date on their immunization schedule. Please notify the Childcare Director of any additional immunizations received after your child's enrollment.

Head Lice (Pediculosis)

Restrictions: Until after child and household is treated.

Control Measures: Vacuum to eliminate lice from the environment. Wash all clothing and bedding in hot soapy water for 20 minutes. Notify parents. Keep all the children's personal items and clothing separate.

Scabies (Sarcoptes Scabiei Mites)

Restrictions: Exclude for 24 hours after treatment is completed.

Control Measures: Notify parents. Wash all clothing and bedding in hot soapy water for 20 minutes. Keep all children's personal items and clothing separate.

Impetigo

Restrictions: Exclude until an antibiotic Rx for 24 hours and lesion is no longer "weeping" and forming a yellow crust.

Control Measures: Child and staff wash hands frequently. Notify parents. Wear gloves to apply treatment. Cover draining lesions with dressing.

Pink Eye (Conjunctivitis)

Restrictions: Exclude until drainage/secretion n of the eye is gone or on antibiotics for a full 24 hours.

Control Measures: Notify parents. Wash all items used by the child; good hand washing by staff and children. Check all children for symptoms for 3 days.

Strept Throat/Scarlet Fever

Restrictions: Exclude until on antibiotic for a full 24 hours and no fever. (Must be treated for 10 days).

Control Measures: Notify parents. Sanitize all articles used by the child. Proper hand washing. Notify local health department when cluster of cases of the symptoms sore throat, and fever occur.

Ringworm

Restrictions: If on Rx, may return; otherwise, exclude unless lesion is coverable.

Control Measures: Wash all the items used by the infected child; cover lesions, use proper hand washing and notify parents.

Fifth Disease

Restrictions: None

Control Measures: Wash hands frequently and sanitize all articles used by the children. Pregnant women should tell their health care provider if they have been in contact with an infected person.

Meningitis

Restrictions: Exclude. Return with physician's permission after treatment.

Control Measures: Notify parents and local health department. Clean and sanitize all articles and use proper hand washing.

Hepatitis A

Restrictions: Exclude for 2 weeks or until 1 week after jaundice subsides.

Control Measures: Proper hand washing and sanitize all contaminated articles and equipment. Notify parents and the local health departments. (Immune Globulin for staff and child contacts should be considered).

Hand, Foot, & Mouth Disease (Coxsackle Virus)

Restrictions: Self-limited. Exclude during acute stage (serious in young infants). Lesions should not be "weeping".

Control Measures: Proper hand washing. Do not share cups, glasses, etc. Sanitize all contaminated articles and boil eating utensils for 20 minutes. Notify parents.

Roseola

Restrictions: Exclude until fever is normal for consecutive 24 hours.

Control Measures: Notify parents, and proper hand washing.

RSV (Resipatory Syncytial Virus)

Restrictions: Exclude until child has no fever and can tolerate normal activities.

Control Measures: Frequent and proper hand washing. Sanitize all contaminated articles. Do not share items such as cups, glasses, and utensils. Proper disposal of tissues used for nasal and respiratory secretions. Notify parents.

INJURIES AND NONINFECTION DISEASES

Back Injuries: Staff will be lifting children and other items while they are employed at Barker Woods Enrichment Center. All care is to be taken, such as using correct lifting procedures, to avoid injury to the employee. Lifting belts re available from the Childcare Director. If an employee strains his/her back, the Executive Director most be notified of the injury. Duties may be reassigned for up to three days. If the condition lasts longer than three days, a physician must be consulted and the directions given by the physician will be followed.

Bites: With the location of the Center in the middle of the woods, insect bites are common for both staff and children. Those bitten are to be made as comfortable as possible. Children should be encouraged not to scratch the bite. A cold compress may be applied to help relieve the itching. If the bite is scratched and begins to bleed, a bandage should be applied.

Dermatitis: Rashes are common in young children and may occur for a variety of reasons. Parents will be notified if the rash is generalized. Contact and medication allergies will be monitored. If there is a question as to whether the rash is contagious, the parents will be asked to provide a note from the physician stating the rash is not contagious.

Stress: Working with young children can be stressful at times. It is important that stress does not interfere with providing a calming and nurturing environment. There are always at least two childcare employees to supervise the children. If one of the workers becomes stressed to the point of affecting the relationship with a child or children, the employee should ask to leave the room for a while to relieve the immediate stress. Other people in the building can help cover supervision of the students for short periods of time. If short breaks are not enough, the employee may take up to three days of sick time to deal with

the problem. If a longer period of time is needed, the employee is to inform the Executive Director. Medical/psychological assistance needs to be sought. The directions from the physician will be followed, within reason.

ENVIRONMENTAL EXPOSURES

Art Materials: Children use a variety of medium for constructive art and other projects. If someone is experiencing difficulty during an activity, removal from the activity is appropriate.

Formaldehyde: The source of the pollution will be isolated. Doors and windows will be opened to “air” the area. Fans may also be used to clear the fumes.

Noise: The noise at a childcare center can become more intense during different activities throughout the day. The classroom staff is in charge of not allowing the noise to be too loud or last for an extended period of time. If the noise is disturbing someone they may ask to leave the activity until the volume is reduced.

Disinfecting Solutions: It is important that Barker Woods Enrichment Center be clean and as free of germs as possible. The state regulations indicate the strength of the cleaning solution for some materials. Disinfecting restrooms and other common areas are not regulated. Different people react differently to different products. If an employee is being distressed by the use of a particular product, the Executive Director is to be notified. Other cleaning solutions will be used.

Latex: Latex gloves are frequently used to change diapers or to clean up spills. Allergies to latex can be very serious. If a person is allergic to latex, non-latex gloves will be purchased and/or the employee will not be asked to perform duties that require the use of gloves.

The State requires each child enrolled to be immunized with the HIB Vaccine. This immunization protects against Hemophilus Influenza, a major cause of Meningitis. The State requires immunizations for the prevention of pneumonia. If your child has not received these series of immunizations, please make an appointment with your physician or the LaPorte County Health Department. The Rotavirus immunizations are recommended by the Center but are not required at this time.

CHILDREN, PARENTS AND THE BARKER WOODS ENRICHMENT CENTER

Remember, we are in this together – partners! The Barker Woods Enrichment Child Care staff is here to work with your child at a very important stage of life and to work with you toward making your roles of parent, wage earner, spouse, and individual as satisfying as possible. An atmosphere of mutual respect and co-operation is essential for the partnership to be successful.

STANDARD OF CONDUCT FOR AND PREVENTION OF CHILD ABUSE

Based upon its concern for the children, parents and the Barker Woods Enrichment Center staff, the following standards related to reporting procedures, staffing, standards, code of conduct and resources for parents and children, have been developed.

“Child Abuse” is mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Child abuse may be physical, verbal, emotional, or sexual. Its effects are severe emotional and physical handicaps, anti-social behavior, even death.

REPORTING PROCEDURES FOR SUSPICION OF CHILD ABUSE

1. At the first suspicion of child abuse, the staff or volunteer will immediately inform the Childcare Director.
2. The Barker Woods Enrichment Center is required by law to make a report to the appropriate law enforcement body and request that the situation be investigated.
3. In the event the reported incident or suspicion involves an employed staff person or volunteer, the Executive Director will suspend the person from all responsibilities and, if appropriate, without pay until the investigation is complete.
4. All staff members and volunteers must be sensitive to the need for confidentiality in the handling of information in this area and are therefore instructed to only discuss matters pertaining to abuse or suspected abuse with their directors.
5. Barker Woods Enrichment Center staff and volunteers may not make contact with children or parents involved in a child abuse incident without permission of the Executive Director.

STAFFING PROCEDURES AND CODE OF CONDUCT

1. Reference checks will be conducted, documented and filed on all employees hired after August 1999. Part of this check will include a Criminal History check and will be done by the State Police.
2. In order to protect Barker Woods Enrichment Center staff and program participants the children and staff must be within sight and/or sound of each other at all times.
3. Barker Woods Enrichment Center staff or volunteers may not discipline children by use of physical punishment or by failing to provide the necessities of care.
4. Barker Woods Enrichment Center staff or volunteers may not verbally or emotionally abuse or punish children. Barker Woods Enrichment Center staff are not permitted to yell or shout to or at a child, unless in imminent danger.
5. Barker Woods Enrichment Center will under no circumstances release children to anyone other than the authorized parent(s), guardian or individual authorized by parents either verbally or in writing.
6. Staff will be alert to signs of child abuse or neglect and an occurrence report will be made immediately on any signs of physical injury.
7. The Barker Woods Enrichment Center is a MANDATED REPORTER. It is the LAW that any suspicion of child abuse MUST BE REPORTED. The organization and staff members individually may be prosecuted if we fail to do so.