

Parent Handbook

CV Tech

Child Development Center

Preparing people to succeed



Even the little people

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Welcome to Canadian Valley Technology Center Child Development Center! This handbook is intended to explain our program to you. We hope you will read it carefully and keep it so you can refer to it often. Forms for enrollment are available in our packet and must be completed before children may enter the program. Parents are encouraged to participate in the children's programs, to observe, and to visit as often as possible. We welcome your questions, comments, and conversations.

Program Mission Statement

At Canadian Valley Technology Center Child Development Center (CVCDC), we teach a life-long love of learning. Through the power of play, our center will encourage each child to blossom socially, emotionally, and intellectually. Through the power of compassionate and love filled teachings, our center will nurture each child, encouraging a solid basis to be successful in their academic futures.

All children have different learning styles and cultures. Our teaching approach takes into account each child's individuality. Our teaching materials include systems for assessment of educational skills so teachers can build concrete, intentional, and relevant learning activities for each child. Regardless of age, a child's day is filled with fun and learning.

Program Philosophy

As a developmental program, our primary emphasis is on the uniqueness of each child and his/her individual growth and development. Our center is a secure and supportive environment conducive to learning and play. With a professional staff and enriching experiences, each child can develop to his/her potential physically, emotionally, socially, and cognitively. Our program affords varied opportunities for discovery, creativity, and problem solving while helping the child develop a competent feeling about him/her self and the way he/she functions in the world.

Program Goals

1. To provide a high quality developmental program for infants, toddlers, and preschoolers
2. To provide supervised career training experiences for high school and adult students in the Early Care and Education Program
3. To contribute to the quality of life and well-being of families

Program Teachers

Adult staff members selected to teach in the center have previous experience working with children. All staff have education and/or training in early childhood education/child development. Also, staff participates in a continuous program of professional training/development. Training includes CPR, First Aid, training in the area of development of young children, and more. Our goal is to be educated on the latest trends and findings in the profession of early childhood. All of our staff also have current OSBI criminal history background investigations on file.

Program Lab Students

Early Care and Education students will be rotating through the center. Each student will be supervised by Canadian Valley Technology Center Child Development Center employees. The students will fully participate in the program with the children by completing daily routine tasks, activities, and lessons.

Licensing and Accreditation

Canadian Valley Technology Center Child Development Center is licensed by the Oklahoma Department of Human Services (DHS) and is in compliance with the health and safety standards required by the state. The center is a Three Star Center (the highest possible designation in the state).

In addition, Canadian Valley Technology Center Child Development Center is accredited by the National Accreditation Commission for Early Care and Education Programs.

Location of the Compliance File

A binder of our most recent Oklahoma Department of Human Services Monitoring Reports, and any other documents issued by Child Care Licensing is accessible to parents at all times. Our compliance file is located in the lobby, labeled “DHS Compliance File”.



Curriculum

Canadian Valley Technology Center's Child Development Center affords varied opportunities for growth and learning in all areas: cognitive, social, emotional, and physical. The curriculum and classroom arrangements are the result of detailed planning based on the best available knowledge of growth and development. Each month we introduce a new theme, letter, number, shape and color throughout the entire center. These pieces are integrated into the learning centers and across the curriculum. The staff work together to plan developmentally appropriate activities for each theme. Activities are planned for individual learning objectives as well as small and large group learning experiences.

Daily Activities

Daily activities planned for children are intended to enhance the learning environment and enrich experiences. Each classroom provides the children a variety of opportunities to learn through play. The children will have the opportunity to be involved in classroom circle time at least twice each day. During this time the children will be introduced to calendar activities, music and movement, theme focused conversations, literature, early literacy games, and early math lessons. Each classroom is complete with learning centers such as manipulative, math, dramatic play, science, art, literacy, blocks, music and science.



Eligibility

Canadian Valley Technology Center Child Development Center enrolls children without regard to race, nationality, or creed. Children will be accepted on a full-time basis. Children six weeks up to five years are eligible to attend.

Enrollment selection of children will be based on the needs of the program.

Children with special needs will be accepted upon recommendation of a medical consultant or social services advisor; however, resources must be available that enable the child to function successfully within the program.

Termination of Enrollment/Withdrawal

Enrollment will be considered terminated if:

The center receives two weeks advance written notice of withdrawal;

Payment is delinquent beyond 10 days;
The parents or guardian fail to comply with any agreement signed at enrollment, including the Parent Handbook, or any other rules of the center;

The center, with the support of the school administration, determines it is unable to meet the needs of the parents or child, or that it is not in the best interest of the center or other children enrolled to have the child continue in attendance
If it is determined that enrollment should be terminated, the time limit will be determined by the center Director, center Coordinator, and the School Administration.

Hours of Operation

Canadian Valley Technology Center Child Development Center is in session Monday through Friday from 7:15 A.M. to 5:30 P.M. throughout the year.

Holidays and Closures

Holiday closures closely follow those of the public schools in the Canadian Valley Technology Center area. A calendar of closure dates will be provided to parents and posted announcement TV.

Announcements of the closing of the center due to inclement weather will be made on television channels KFOR 4, KOCO 5, and KWTW 9. You will also receive a text message from the center's director notifying you of the closing as well as a message via Daily Connect.

Required Documents for Enrollment

Child Information

Information such as your child's date of birth, emergency contact information, pick-up authorization, and child's pediatrician are listed here.

Immunizations/Health Acknowledgement

A copy of your child's immunization record is required to verify immunizations. If your child does not receive vaccinations, please request a Certificate of Exemption from the director. A Health Examination Acknowledgement is a form to be completed by your child's physician stating they are recommended to participate in group care.

Child Nutrition Program Application

All families are required to complete this form even though your child may not qualify— according to family income rates. It affects the amount of reimbursement that we receive from USDA and does not affect any rates and/or charges to you.

Authorization for Emergency Care to a Minor

This form is provided in the event that an emergency occurs and a parent cannot be located. The hospital will not treat an injured child (minor) without a parent/guardian present or their witnessed written permission.

Permission for Participation

This form is an agreement that permits the child's participation in all aspects of our program including photography and marketing events.

Policy Agreement/Receipt of Parent Handbook

After you have read the Parent Handbook, return this form to verify that you are aware of policies and regulations and agree to abide by them. If you have any questions or concerns about the policies, please visit with the director.

Payment Agreement Form

This form is to verify that you are aware of our payment policies and agree to abide by them.

Daily Connect Links

Daily Connect is our form of communication. This form must be turned in so you can be linked to your child's account. Daily happenings, pictures, menu and newsletter are shared through this format.



Financial Policies

Tuition Fees

Fees for Canadian Valley Technology Center Child Development Center are listed in the Child Development Center flier, available from the Director.

Parents/guardians are charged for a space as opposed to attendance. Therefore, full fees will be in affect at all times. An adjustment in fees will be made for closures that are two or more consecutive days. No fee adjustment is made for a one-day closure.

Private Pay Fees and Payments

Private pay payments are to be made on Monday of the week of service. Fees may be paid by check, credit/debit card, electronic funds transfer, money order, or cash. Cash must be placed in an envelope with the parents name, child's name, amount, and date. Please make checks payable to Canadian Valley Technology Center or CVTC with child care tuition on the memo line.

Checks will not be accepted if they are postdated. They must be dated for the date they are dropped in the deposit box. Receipts will be given for each payment and should be retained for tax purposes.

In the event a refund should be requested, the Director will review the account. The account must show that the client has made an overpayment and a refund is owed. A refund will not be issued for partial day attendance. The Director will make a request for a refund to the business office. The business office will then review the clients account. If the account proves an overpayment has been made, the refund will be issued by check from Canadian Valley Technology Center.

Late payments– If payment is not made by Wednesday of the week of service, a \$5.00 late fee will be charged up to two (2) days.

DHS Copayments

DHS payments are to be made on the first business day of the month.

Late payments– If payment is not made by the third business day of the month, a \$5.00 late fee will be charged each day up to two (2) days.

In the event that fees have not been paid after five (5) days, the child will not be allowed to return to the center until the account is paid in full. If fees are not paid within ten (10) days, enrollment may be terminated and the slot filled with another applicant. Exceptions may be made by the program director and/or program coordinator.

EBT Procedures for DHS Subsidy Clients

Parents receiving child care assistance from Oklahoma Department of Human Services (OKDHS) must have the EBT (Electronic Benefits Transfer) card upon enrollment. Parents of Authorized Representatives must have the EBT card when dropping off and picking up their children from the child care center. Children will not be accepted into the center without an EBT card and DHS approval. If for any reason, parents or authorized representatives have an emergency situation which justifies not having the EBT card, they can request permission from the Director, and in her absence, the coordinator or the next person in charge to back swipe the EBT card.

If parents or authorized representatives do not swipe the child(ren) in, and emergency arrangements have not been made, they will immediately be called to pick up their child(ren) or return to the center with their approved EBT card. If the parents or authorized representatives are not available to pick up the child(ren), emergency contacts will be notified.

There will be an EBT card back swipe limit of one day. Although DHS allows up to ten days to back swipe the EBT card, Canadian Valley Technology Center' Child Development Center will only allow one day. Exceptions may be made per the director's authorization.

Returned Checks

The charge for returned checks will be \$25.00. The amount of the check plus the \$25.00 fee will be collected in cash, cashier's check, or money order at Canadian Valley Technology Center Business Office. Recurrent returned checks will cause the account to be collected on a cash only basis.

Early Arrival/Late Pick-Up

An overtime charge will be made when children arrive early (before 7:15am) or are at the center past the closing time (after 5:30 p.m.) The charge will be \$1.00 per minute with a minimum of \$5.00. There will be no exceptions to early arrival however; there may be instances in which exceptions could occur for late pick up. Exceptions will be made by the discretion of the Director. Notify the center in the event you may be late immediately.

Absences

There is no reduced rate for children who are ill. If a child has an extended illness of five (5) consecutive days in the same week, and has been under the care of a physician, the Director should be contacted to discuss an adjustment in that week's fees. A doctor's note will be required for an adjustment to be considered.

If a child is absent for five (5) consecutive days and the center staff is not notified, the child may be dropped from enrollment and another child accepted. Because we are a teaching facility, chronic absenteeism will also necessitate our having to drop your child from our program.

If your child will not be attending on a particular day, please call the center (422-2330) as early as possible so we can plan accordingly.

DHS Client Absences

DHS clients are allowed five (5) free absent days per month. The center only receives DHS payment for the days the child attends; therefore absences over 5 day per month may put your child's enrollment in jeopardy. In addition, the child must

be in attendance at least four hours per day. If your EBT card print out gives you an error code of "No more days", will be charged the private pay daily rate for that day.

Vacation

Full-time enrolled children are entitled to two weeks' vacation time at no charge after one year of continuous enrollment. This vacation reserves the child's place at the center during their vacation absence. Written notification of vacation must be given to the director one week in advance.



Orientation to the Center

Parent(s)/Guardians will be required to orient the child to Canadian Valley Technology Center Child Development Center by the following procedure:

- (1) Pre-enrollment visit
- (2) Parent orientation meeting and/or
- (3) Gradual introduction of the child to the program

Arrival and Departure

Parking is available in front of our entrance doors in the loop when dropping off or picking up your child. After parking, please TURN OFF the engine and REMOVE the keys.

Children must be brought inside the center by a responsible adult and clocked in on the computer. This information is required by the Department of Human Services and USDA to verify the time each child is in attendance. If you encounter any problems operating the computer, please contact a staff member immediately.

Please allow time to take your child into the room and assist in storing his/her belongings in his/her cubby. This helps your child feel comfortable and secure and gets his/her day off to a good start. When you are ready to leave, say "Good-Bye" to your child with a hug or kiss and then exit quickly. Slipping away is very confusing for a child and may result in fear of abandonment or loss of trust in the parent. Likewise, staying for a long time to say "Good-Bye" may result in anxiety for the child communicating a message that the parent has something to fear in leaving the child. Calls and message on Daily Connect are always welcome during the day to check on your child. Please leave a message if no one answers and your call will be returned as soon as possible.

Departure procedure also requires a responsible adult to enter the center or playground to pick up a child. When you pick up your child to leave the center make sure the teacher sees and is aware the child is leaving.

Only the parent who enrolled the child or individuals listed on the Child Information Card will be allowed to leave the center with that child. If an alternate person is picking up the child, the center must be notified in advance, in writing. Telephone calls requesting the release of children will not be accepted. For your child's protection the staff will request a photo I.D. when an unknown, designated person, arrives to pick up a child.

Supplies Needed

Messy activities such as painting, water, and mud play are satisfying for children and provide opportunities for emotional release, discovery, creativity, and an increased attention span. We believe that parents value these experiences for their children and appreciate our providing them. However, the clothing children wear can add to or detract from their enjoyment of school. We have the following guidelines in choosing school clothes:

- Clothes should be loose fitting for ease of movement, and simple enough so that the child can put on and take off. (Overalls, clothing with shoulder straps, clothes that fasten in the back, etc. are very difficult for a child to manipulate, especially when going to the bathroom. When children are toilet training, onsies are not recommended. Please use caution concerning hoods and drawstrings on children's clothing)
- Clothes should be inexpensive enough so that soiling, damage, or loss will not cause great concern.
- Clothes should be durable enough to permit, free vigorous play.
- Shoes should be protective of feet, but easy to put on and take off. Opened toed shoes such as flip flops or sandals may be hazardous, especially during active play.
- Clothing should be appropriate for the season. Hats and mittens or gloves are necessary in the winter.

Soiled Clothing

Soiled clothing will be placed in a plastic bag, labeled with your child's name, and sent home. BM will be emptied into the toilet. Clothing is not washed or rinsed at the center.

- Infants and very young children need disposable diapers, wipes and one or more complete change of clothes. If diapers are not provided while the child is attending, then parents/guardian will be notified to bring diapers or pick up the child. Older children also need a complete change of clothing including socks and underclothes. Please check periodically to ensure clothing in your child's cubby includes the correct size needed and appropriate for the season
- Children feel more comfortable in their own clothes. If clothing is not brought to school, we try to have extra at the center, but we cannot always guarantee the correct fit or gender orientation. If no clothes are available for the child then a parent/guardian is contacted to provide clothing.
- Clothing should be marked with the child's name. This includes all articles of clothing to be left at the center— (rubber boots, coats, mittens, backpacks etc.) as well as the naptime blanket.
- Parents are asked not to allow their child to bring toys to school. Considerable thought and planning has gone into the activities and materials provided and we want your child to receive full benefit from it. A soft stuffed animal or blanket for naptime snuggling is an exception to this rule.
- If your child has a special "show and tell" or something that is related to the theme we are studying, please share these items. Also, book and cd's are welcome. These items should be marked with first and last names.



Toilet Training

Parents will provide all training pants, diapers, or disposable pull-up pants, wipes, and several changes of clothing to be used at the center during the toilet training period. All wet and/or soiled clothing will be put in a plastic bag to be sent home. Clothing is not washed or rinsed at the center.

Training pants supplied by parents should be the multi-layered absorbent training pants which are more absorbent than the terry cloth type of pants. Several training pants need to be sent daily in case of accidents.

This toilet training process is recommended to begin when the child is attending the younger preschooler class (2 years or older) so the child has easy and convenient access to the bathroom facility. Also, by this age the child has the verbal and physical capability to communicate their needs to the caregiver. When you feel your child is ready to toilet train, please inform his/her teacher. She will conference with you and provide you with a packet that includes information on how to begin the process. Parents that begin toilet training prior to this age (e.g. while in the toddler room) will be informed that access to the bathroom is not possible from the toddler room. We want to be partners with parents and children while toilet training and provide consistency of the toilet training process. Working together benefits the child's efforts and understanding toward achievement and success at this time.



Classroom Guidance

We believe that positive discipline, such as guiding and re-directing, will help children learn acceptable behavior and develop self-control. The goal at Canadian Valley Technology Center Child Development Center is for children of any age to move toward controlling their own behavior.

Guidelines for behavior and guidance are as follows:

- The environment (physical and emotional) is designed to ensure child success and avoid frustration;
- Guidance is always given in positive terms – “walk in the classroom” not “don’t run.”
- Children are never physically punished by center staff nor is it allowed for children to be physically punished by family members while in the center or center grounds;
- Children are never criticized or belittled;
- Children may be removed from an activity or situation if the circumstances warrant the removal;

Behavioral/Aggression Intervention Policy

While in the care of our center, the children at Canadian Valley Technology Center’s Child Development Center are taught to respect themselves, others, physical space, and materials. On most occasions, age appropriate behaviors are dealt with in a manner of communication with the parent/guardian as well as a positive reinforcement approach in the classroom. However, a child who continuously demonstrates intolerable or uncontrollable behavior against other children or teachers will result in a meeting with the director to develop a behavioral/aggression intervention plan of action to increase positive behaviors for that child.

Logs will be kept in the director’s office to seek out triggers and patterns for repeated undesired behavior. If aggressive or dangerous behavior is persistent in one day, the child must be picked up from the center for the day. If the behavior occurs again the next day, and is persistent, the child must be picked up from school and will need to take the next day off.

While we focus on each child as an individual, if a child's behavior continuously takes away from the care and safety of the others, it may be determined that Canadian Valley Technology Center Child Development Center is not able to meet the needs of the child.



Biting Policy

Biting is a frustrating, uncomfortable issue for parents and caregivers; however it is not uncommon among young children. Children bite for many reasons. Language skills are limited and biting is one way to show their feelings. Teething is another common reason. If your child has been bit, you may feel angry. If your child is biting, you may feel embarrassed or frustrated. Most children who bite do so only until their language skills increase.

Canadian Valley Technology Center's Child Development Center takes several preventative measures to help curb this behavior. For example:

- Chewy snacks such as bagels, Twizzlers, and gummies are provided between meals and snacks to help satisfy the need to chew or bite. (Not in an amount that will disturb their meals)
- Books on biting are integrated into circle time
- Sensory items, such as play-dough, water, and sand are available and used throughout the day to help children work out their frustrations.
- Cold teething rings are provided several times a day
- Teachers are teaching children to help comfort the child who bites will be made part of the comforting process. They help wash, bandage, and comfort the other child to help teach nurturing behavior.

We do understand that you may become frustrated, but please be patient and understand that we will work diligently to divert this type of behavior. It is not our policy to remove children from the program who bite. We are teachers, and we are here to teach acceptable behavior and guide children to be kind. We are not here to judge or punish for behavior that is not acceptable, yet developmentally expected. If you have any questions please do not hesitate to ask or schedule a meeting.

Birthdays and Special Events

Birthdays

Birthdays are important celebrations for young children and we want to acknowledge each child's special day.

1. If you would like to provide a birthday treat for your child's special day, please plan at least one week in advance and coordinate the food with the Director.
2. All food brought to the center must be store bought and pre-packaged. We cannot serve homemade food to the children.
3. The center will provide beverages.

If you do not wish to provide a treat, you may want to send birthday napkins. They are festive, enjoyed by the children, and inexpensive. For safety reasons, no balloons or candles are allowed.

All birthday treats will be consumed during our regularly scheduled afternoon snack time. If you wish to bring a snack at any time other than the designated snack time, arrangements must be made with the Director in advance. Any other favors will be sent home with the children. However, the "Birthday Child" will be given special recognition all day in their class area.

Special Events

If you would like to bring food for a special event such as a holiday party, school celebration, or special day. Please coordinate your request with the center director.



Our OPEN DOOR policy means that parents are welcome to visit and participate in our program at any time. Your involvement will allow us the opportunity to get to you know you better and help us provide optimum learning opportunities for your child.

Let us know if you have a special talent, interest, or hobby you would like to share. Your involvement makes your child feel very special and your contribution adds a great deal to our program. We greatly respect the role and influence parents have at home and at school.

Conferences will be scheduled twice a year or you may request a conference at any time to discuss a concern or share information. Conferences should be arranged in advance and held at an agreed time. Please limit conference topics to arranged times; arrival and departure times are usually very busy times for the teachers and the teacher's attention will need to be with her assigned group.

Daily communication about your child's day (sleeping, diapering, toilet training, eating, etc.) are provided through Daily Connect online application. This online tool allows your child's teacher to share special moments, pictures, and details about your child throughout the day. This tool also allows you to have the ability to message your child's teacher any time you would like.

Occasionally, internet issues do cause a delay in updates on the online application. In the event this does happen, please know we are keeping accurate notes and will share them with you when you arrive to pick up your child.

A special bulletin board and monthly newsletter help keep our parents informed about current activities, themes, etc. which are happening at the Center. Parent and family "get-togethers" are scheduled throughout the year.

In the event an issue or concern should arise, please contact the Director or Program Coordinator immediately.

Parents who are Students

Parents that attend classes at any school and/or college will need to furnish the center with a schedule every semester, and as the schedule changes. This information must include:

1. The school's name and phone number
2. Your class schedule (days or dates, instructor's name, building, and room number)

Parents who are Employees

Parents who are also employees must always use the main child care entrance to enter and exit the center. The Early Care and Education door is to only be used for school business that does not pertain to child care.

Parent Resources

A parent resource area is provided in the front entry of the Center. This area contains pamphlets, resource books, and magazines. The books and magazines may be checked out for a two (2) week time period. Write your name and the date on the card provided inside the book or magazine, and then give the card to the Director. When returning the book or magazine, please give it to the Director to be checked in.

Child Custody

Canadian Valley Technology Center's Child Development Center must have a copy of any legal document on site concerning visitation and custody of a child enrolled at the center.



Infant Safe Sleep Environment

Infants will be allowed to follow their own normal sleeping schedule. Each infant is assigned a crib at the time of enrollment and this crib stays assigned to that child.

- Infants sleep on a tight fitted crib sheet. The sheets are changed daily.
- Only pacifiers without attachments are allowed in cribs.
- Infants will not sleep in a bib.
- Infant's birth through three months may be swaddled with a thin fabric receiving blanket only when it is requested by the parents and there is a physician's note on file.
- Infants three months and older will sleep in a sleep sack. Swaddling is not permitted for children over three months old, even with a doctor's note.
- Blankets, toys, comforters, and bumper pads are not allowed in infant cribs.
- When an infant arrives asleep, they will be immediately moved to an infant crib.
- Infants will not be allowed to be left or placed in a car seat while in the center. They will need to be removed from the car seat immediately upon arrival.
- All infants will be put to sleep on their back. When they are able to turn themselves over, they will be allowed to sleep in the position they prefer.

Toddler and Older Sleep Environment

Toddlers usually rest immediately after lunch. Older children will have a rest period of approximately 1.5 hours after lunch. During this time all children will be placed on individual cots. Although the children are not required to sleep during this time, the environment will be conducive to rest. If a child does not relax on their cot after a short period of time (approximately 30 minutes) the child is directed to quiet activities.

The Center will provide a sheet and a blanket for each child. These will be washed weekly or more frequently, if necessary. Each child may bring a small blanket or special item from home for comfort if desired.



Food and Nutrition

The Center will supply meals and snacks of quantity and quality to supplement food served at home, so that the daily nutritional needs of the child are met.

Mealtime is a vital part of the curriculum and is designed with nutritional and social needs of children in mind. Multicultural foods are often incorporated in the menu. Children are encouraged to serve and feed themselves whenever possible, and the staff is present to assist the children, as well as model appropriate behavior for these times of the day. Breakfast, morning snack, lunch, afternoon snack and late afternoon snack will be served family-style in the children's room.

Water is provided freely to all children in the center. Meals will be served with milk, but if the child requests water, they will be allowed to have water and milk at meal times. Our program does not provide sweetened drinks such as "Kool-Aid" or soda.

This Center participates in the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). All meals and snacks served meet the nutritional requirements of

the USDA food program. Weekly menus are posted on the parent information screen and in the hall for your convenience. Parents/guardians may visit and have lunch with their child at any time, although advance notice is required in order for the cook to provide enough food.

The Center is required by CACFP to have documentation on file for children who are unable to eat certain foods because of medical or other special dietary needs. Substitutions due to medical needs must be supported by a statement from a recognized medical authority and should include recommended alternate foods.

PLEASE DO NOT ALLOW YOUR CHILD TO BRING DOGHNUTS, CHIPS, COOKIES, GUM OR CANDY TO SCHOOL.



Infant Nutrition

Parents of infants must choose if their child will participate in the Infant Food Program. Parents who choose not to participate will provide all breast milk/formula, juice, cereal, as well as unopened jars of baby food. The center will provide iron-fortified rice cereal, step 2 baby foods, and age appropriate snacks to infants that are participating in the infant food program.

Parents must bring premade bottles from home daily. A separate plastic bottle with a lid, must be prepared and sent for each feeding. Each bottle must be labeled with the child's first and last name daily.

Infants that are provided breast milk need to have pre-made bottles with a lid, labeled with the child's first and last name and the date the breast milk was expressed. Frozen breast milk will not be stored at the center.

All bottles that have been served will only be kept for one hour after the initial serving. After one hour the contents will be discarded and the bottle sent home.

Infants will be allowed to follow their own feeding schedules. Infants will be held for all feedings, unless being fed in a highchair or infant seat. When infants show evidence of wanting to feed themselves, they will be allowed to do so.

Infants are not served honey or peanut butter. Children one year old and younger are not served food that may cause a choking hazard. Food such as candies, gum, marshmallows, raw carrots, raw peas, celery, whole grapes, nuts, seeds, popcorn, rice cakes, and chips are not served due to the potential of choking.



In accordance with Oklahoma State Licensing requirements the parent or guardian must submit a statement certifying the date of the last physical examination of the child, the child's immunization records, a list of special health needs, and the name, address, and telephone number of the child's physician.

Immunizations

State law requires written documentation that children have received immunizations at a medically appropriate time before admission to day care.

Required immunizations include the following:

- Dose due that month E = Late Dose Exceptions
- Does due at the end of the age range, but may be given anytime during the age range

	Birth	2 Mos.	4 Mos.	6 Mos.	12 Mos.	15 Mos.	18 Mos.	23 Mos.	***	4-6 Years
Hep B	<input type="checkbox"/>									
DTaP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			E			<input type="checkbox"/>
Hib*		F	F				E			
IPV	<input type="radio"/>	<input type="radio"/>								<input type="checkbox"/>
MMR										<input type="checkbox"/>
Varicella**										
PCV		E	F	F			E			
Hep A***										E

Children who are ill at the time they are due for an immunization must bring a doctor's statement to that effect in order to satisfy licensing requirements. Immunization records must be current. Please submit an updated immunization record after each immunization visit.

Any parent, who objects to immunizations because of Medical Contradiction, Religious Objection, or Personal Objection, must request the appropriate form from Canadian Valley Child Development Center to submit for exemption.

Medication

No medicine should be kept in any child's bag at any time. All medication will be stored in the director's office in the locked medication box or in the refrigerator. The Child Development Center will administer current prescribed medications that are a part of a therapeutic plan under supervision of a physician. Due to licensing requirements, a parent/ guardian must sign an authorization for each medication given. Aspirin, Tylenol, or other pain killers will not be given. All medication must be provided by the parent in the original container and clearly labeled with the child's full name, directions for the proper dosage, time to be administered, and a current date. A signed Medication Permission form must accompany the medication. The signed Medication Permission form must state the exact medication name, dosage, time and date medication is to be given.

The only "over-the-counter" medication that will be given to children is diaper cream, teething medication, or allergy related medication that accompanies a physicians statement. Any item listed will require a Medication Permission form on file.

No medication can be administered by the center's personnel in formula (bottles), milk (bottle or cup), or food form.

When a physician places a child on an antibiotic or any new medication, the child must remain out of the center until he has been on the antibiotic or new medication for at least 24 hours – except with a physician's written permission for life-threatening situation. (Ex. EpiPen)

Medications are returned to parents daily, when the parent permission period ends, when the medication expires, or when the child is withdrawn from the program.

Sun Safety/Outdoor

Sunscreen and bug repellent are not considered medications. The program will provide sunscreen for each child unless the parent requests a specific brand of sunscreen to be used. Each child must wear sunscreen when playing outdoors.

Surgical Procedures and/or Out Patient Medical Procedures

Any child that has undergone a surgical procedure or out-patient medical procedure (i.e. tube in the ears, dental surgery, etc.) must remain out of the center for 24 hours after the procedure.

Daily Health Check

Each day as the children arrive, they will be given a health check for symptoms of colds, fever, contagious diseases, etc.

Throughout the day, the children's health will be monitored and any signs of oncoming illness will be noted and reported to the Director. The child will be isolated from the others and the parents called to pick up the child. If parents cannot be contacted, the individual noted on the child's enrollment form will be called to pick up the child. We ask that parents or authorized individuals pick up an ill child in a reasonable amount of time (within 30 minutes or make arrangements with the Director).

Children with chronic health conditions (example: asthma, seizures, etc.) sometimes appear healthy, yet their health condition may change quickly without symptoms of fever, vomiting, diarrhea, etc. Caregivers may find it necessary to contact parent/guardian to inform them or request a visit to the center to assess the child's condition.



Exclusion for Contagion

Parents must notify the director if the child develops contagious disease or has been directly exposed to one. Following an absence for a contagious disease, a physician's written statement can be required for re-admittance to school. Children must remain home for 24 hours after symptoms resolve before returning to the Center.

The child should be kept home if they have any of the following conditions:

1. Fever– 100°F or higher (axillary) in the previous 24 hours
2. Diarrhea– Loose stools in the previous 24 hours
3. Vomiting
4. Ear or throat infections
5. Severe cold with fever, coughing, or thick nasal drainage
6. Rash that has not been identified by a doctor
7. Contagious illness (e.g. chicken pox, measles, etc.)
8. Head and skin infections (e.g. ringworm, impetigo, head lice, etc.)
9. Eye discharge, defined as thick mucus or pus draining from the eye, or pink eye/conjunctivitis
10. Suspicious behavior or appearance (e.g. irritability, tiredness, change of skin color, persistent crying etc.)

Outdoor activities in which large muscles are used are beneficial to a child's health. All program schedules include daily outdoor activities unless the weather is severe. The length of the outdoor period will vary from five (5) minutes to an hour in the morning and an hour in the afternoon depending on the weather. If a child is not well enough to fully participate in the program, then he/she should be kept home. We cannot provide supervision for just one child inside while the teacher and other children are outside.

Security

Canadian Valley Technology Center Child Development Center is a secure facility. All entry doors remain locked to the public during our hours of operation. Each authorized individual is given access to enter the center any time by fingerprint or identification code. All visitors or individuals without access permission must ring the bell located outside the entry door to gain admittance. The Director's office is located in the middle of the center to help monitor doors and hallways. Children will not be released to anyone that is not on his or her pick-up list without written parental permission.

Canadian Valley Technology Center contracts a deputy from the Canadian County Sheriff's Office to provide security to the facility.

Fire Safety

Fire drills are conducted monthly. The center is inspected annually by the City Fire Marshall. The center is equipped with a central detection and alarm system for smoke and carbon monoxide. Canadian Valley Technology Center has a predetermined location for evacuation of the building. Exit routes are posted in each room. The center has fire extinguishers strategically placed throughout the areas of use. Locations of the nearest fire extinguisher are posted in each classroom. All staff members have training in proper fire extinguisher handling.

Severe Weather

Tornado drills are conducted monthly. In the event of severe weather, children will be moved to the child care facilities shelter room. Occasionally, Canadian Valley Technology Center closes campus due to severe weather. In the event of severe weather, families will receive a text message, Daily Connect message, and/or phone call.

Lock-down/ Lock-out Drills and Procedures

Procedures for a lock-down will depend on the situation. There are two different lock-down procedures that are practiced. One is lock down in place, the other is lock-down in the safe room.

In addition, we also have a procedure that is called "lock-out". This procedure is to lock all exterior doors (which is typical daily practice), do not leave the department or go outdoors, but continue business as usual.

All personnel review the procedures for lock-downs/lock-outs at least every 12 months. The children and staff participate in a drill every 6 months.

Emergency Transportation

In extreme emergencies, children at the Canadian Valley Technology Center Child Development Center may be transported away from campus or to other locations on campus. Children may be transported by school authorized vehicles in the safest, quickest method possible. By acknowledging receipt of this handbook families are also giving consent to emergency transport of children at the discretion of Canadian Valley Technology Center administration.

Hospital Information

In case of severe injury or acute illness, the child will be transported by ambulance immediately to:

Mercy Hospital - El Reno
2115 Parkview Drive
El Reno, OK 73036
(405) 262-2640

Another hospital may be requested only with the understanding that assessment of the medical emergency by the ambulance attendants will determine if the patient can be transported to another medical facility.

At the same time, the parent or guardian will be called and advised of the injury or illness, and where the child has been taken. If a parent cannot be reached, a person listed on the enrollment form will be called. A staff member will accompany

the child to the hospital and remain until the parent arrives and is informed of the situation. Written reports of all accidents will be submitted to the Center Director and a copy placed in the child's file. Expenses incurred will be borne by the child's family.

Mandatory Report of Suspicion of Abuse

In accordance with Section 7102 of Title 10 of the Oklahoma Statutes, any person who has reason to believe a child has been abused or neglected is required to report the matter promptly to the statewide toll-free Child Abuse hotline, 1-800-522-3511.



