



# CLARIAN

CHILD CARE & LEARNING CENTER

# P·L·A·C·E

## Family Partnership Guide

Clarian Place Child Care & Learning Center, Inc.



## Parent Partnership Guide

**The parent/guardian must sign the signature page along with the Center Director. The original executed copy of the signature page must be placed in each student's file and a copy given to the parent/guardian. A copy of the Parent Partnership Guide must be given to the parent/guardian.**

***We believe in our Parents.*** Clarian Place Child Care & Learning Center is committed to serving as the Parent's Partner in providing high quality child care and child development programs, without discrimination, to all families. We believe that we can best meet the needs of our parents by providing consistent and caring professional services for the children entrusted to us. We believe parents need a constant sense of security and growth for their children. We believe in providing it.

***We believe in our Children.*** We believe that we can best meet the needs of our children by fostering an environment that recognizes each child as an individual; fully appreciates the importance of play and takes every opportunity to enhance development. We believe children need a constant sense of safety and security when they're away from parents. We believe in providing it.

***We believe in our Directors and Staff.*** We believe that the satisfaction of our Directors and Staff is critical. We believe in encouraging innovation, fairness and teamwork. We believe our Directors and Staff should not serve "customers," but serve children and their families. We do.

***We believe in our Work.*** We believe in respecting the dignity of every child, parent, Director and Staff with whom we work.

As we begin our relationship together, it is important to define our policies as well as your responsibilities. We believe that communication between staff, parents and children is critical to providing quality child care. These policies exist for the safety and well being of both children and parents/guardians. Please feel free to discuss any questions or concerns with the Center Director.

## **Staff**

Clarian Place Child Care & Learning Center is staffed by a team of educators. The Administrative team includes the Executive Director and Director. The Preschool 3's and 4's, the Toddler 1 and 2's, and the Infant 1 and Infant 2 teams, includes one Lead Teacher and one or more assistant teachers and caregivers. All teachers and administrators have years of experience and education. The Lead teaching staffs' level of education ranges from CDA's, Associates in Education, Technical Certificates in Early Education, to a Bachelor Degree in Early Childhood Education.

## **Developmental Objectives**

Our focus is to nurture our infant and toddler children's social, emotional, cognitive, and physical development. Specific learning goals have been established for our 2, 3, and 4 year olds in the areas of 1) Communication, 2) Discovery and Exploration, 3) Self-Esteem and Independence, 4) Physical Capabilities, and 5) Artistic Expression and Appreciation.

## **Curriculum**

Clarian's curriculum of choice is Creative Curriculum. The philosophy behind the curriculum is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in.

## **Achieve outcomes for children**

Action item - Teaching staff follows the Creative curriculum guidelines. They create lesson plans, conduct assessments through checklists, observations and anecdotal notes. Additionally, individual lesson plans are created based on assessment results. Our goal is to ensure that each child receives individual attention to achieve outcomes desired for children.

## **Assessment Plan**

Daily assessment is integrated daily as teachers and caregivers observe group patterns and individual development to better support group and individual progress. Teachers and assistants meet weekly, to identify their children's interests and needs. They then plan accordingly for the next week. Occasionally there may be a need to alter the classroom environment, or try new teaching techniques. Teachers conduct quarterly progress assessment of each child, after which a conference maybe scheduled with the parent(s) to discuss the assessment. Conferences will normally last 15 to 30 minutes and will normally be scheduled during regular hours while child care is being provided.

If concerns arise regarding an individual child's development, teachers will initial dialogue with assistant teachers and parents to plan an approach to try at school and at home. Occasionally, staff and/or parents may identify areas of delay development. In such case, a referral for professional assessment may be made. Typically, the Director will be included in the dialogue.

## **Maintain High Quality Services to Children and families**

Clarian Place is dedicated to following the guidelines set forth by the Department of Early Care and Learning's Quality Ratings Program. By following these criteria and standards our center strives to maintain high-quality services to children and families.

**Ages of children served:** Serves children ages 6 weeks to school age after care.

**Months of operation:** January through December.

**Days of Operation:** Monday through Friday.

**Operating Hours:** The Center will operate between the hours of 6:30 a.m. to 7:00 p.m.

**Arrival Cut-off:**

Clarian Place Child Care does enforce a 9:00 am arrival cut-off time for students enrolled in our Toddler through Pre-school programs (infants are excluded). Only those students with written notices for physicians for pre-scheduled or emergency appointments will be allow admission to class after 9:00 am. Any student who does not arrived by 9:00 am, may not be admitted to class until 1:00 p.m. The arrival policy will be strictly enforced.

Clarian Place Child Care will be closed on the following holidays: **New Year's Day, MLK Birthday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Day, and we will close early Christmas Eve.** Additionally, we will observe any unscheduled closing observed by the Public School System due to weather conditions.

**Enrollment**

All parents will be required to complete and sign all enrollment forms, and will be orientated concerning center's policies at time of enrollment. Proper immunization records must accompany child at enrollment, or a signed affidavit against such immunizations. An annual, **non-refundable** registration fee will be due at time of enrollment

For each additional child in your immediate family that enrolls, you will be entitled to a discount which is applied to the lowest tuition rate. Discounts are not applicable to Registration Fees.

If a child is picked up after closing time, an additional late pick-up fee noted on your **Enrollment Agreement** will be charged. This fee will be billed as part of parent's tuition obligation. Repeated incidents for late pick-ups may result in a child's disenrollment.

**Waiting Lists**

Due to high demand for quality child care, there may not be a place immediately available for your child at Clarian Place. We do maintain a waiting list and as openings occur at the center, families are called in the order of their position on the waiting list. Before new families are accepted, priority will be given to children currently enrolled in Clarian. This also applies to siblings who have not yet enrolled.

### **Tuition**

Tuition is due and payable weekly on the first day of the week (MONDAY), upon arrival. A late fee will be assessed if tuition is not paid on time per the *Enrollment Agreement*. Tuition may be paid weekly, bi-weekly or monthly. Parents, who elect monthly tuition payments will be required to submit any payment change request in writing, a full 30 days in advance.

### **Absences/Vacation**

If your child is absent for an entire week, for any reason, you are responsible for a holding fee. The holding fee will be the full regular weekly tuition, without deduction for absences. Your child may not re-enter the center without this payment in full. If you choose to withdraw your child without required written notice or prior to the end of your covered tuition period, no tuition credit or refund will be given.

After twelve (12) months of continued enrollment at Clarian Place Child Care, each family shall be granted one (1) week of vacation absence at **no charge**. Written requests will be required prior to vacation credit being taken.” Vacation credit can not be used during the week of Thanksgiving.

### **Sign In/Out**

Your child must be signed in and out each day using the center’s computer attendance program. Written signature by parents/guardians at arrival and departure times will be required if the computer system is unavailable.

Procedures for arrivals and departures have been developed to assure the safety, security and well being of everyone at the center. Your cooperation with these procedures is appreciated.

- Families are to use only the front door for entering and exiting the building.
- Children must always be walked into the building by the parent or guardian and placed with a Clarian classroom staff member before the parent/guardian leaves.
- Parents/guardian must complete the computerized Sign-In and Sign-Out process on a daily basis at drop-off and pick times and complete any applicable permission slips for field trips or authorization forms for administering medication.
- When picking up your child, be certain that a Clarian staff member acknowledges your child is leaving.

Please pick-up your child on/or before the center’s closing time. Staff members are not permitted to take you child home with them. If your child (ren) is left in the center after closing, staff will do the following:

- Try to contact you by phone.
- Try to contact your emergency contacts.
- If the above listed attempts are unsuccessful and you have failed to pick-up your child 30 minutes past closing time, police or local authorities may be contacted.

A child is not permitted to leave with any person other than those designated in writing by the parent/guardian. Photo identification will be checked for any designated person picking up your child. If an emergency were to arise where an unauthorized person must pick-up or drop off your child, you must follow the center's instructions indicated in the Enrollment Agreement. No person under the age of 18, including family members, but excluding emancipated minor parents, may pick-up your child from the center.

If there are any changes to those authorized to pickup your child, please advise the center in writing. You must use an appropriate child safety seat and seat belts when transporting children. If we become aware of any person transporting a child without the proper child safety seat and/or seat belt, we may refuse to release the child and/or notify the proper authorities.

**For your child's safety, an authorized adult must accompany your child while in or around the center.**

### **Health Precautions**

In addition to the physician's examination and immunization records required for enrollment, we will observe each child's health. If we observe your child developing symptoms of illness during the day we will isolate him or her from the other children and call you to pick up your child. For the health and well-being of your child and others, a child must be kept home if he/she develops any of the following symptoms of contagious disease until symptom free for **24 hours** or the child's physician indicates a child can return to the center:

- Diarrhea (more than one loose stool or an increase in number of stools)
- Severe coughing
- Difficult or rapid breathing
- Tears, redness or eyelids with discharge
- Yellow skin or eyes
- Mouth sores with or without drooling
- A fever of 99°F or above
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patches
- Severe itching on body or scalp
- Unusually cranky, less active behavior
- Headache and stiff neck
- Vomiting
- Tea-colored urine
- Loss of appetite
- Gray or white stool
- Heavy nasal discharge that is not clear
- A parasite
- Any other contagious or communicable disease

If your child has any communicable disease, please inform the center immediately so we can take the necessary precautions. Child will be re-admitted to the center when they have been seen by a physician and/or are symptom free for 24 hours. In certain cases, when an illness is contagious and communicable, a physician's written release stating the child is no longer contagious will be required. **All reported cases of communicable disease will be posted, for notification purposes, for other parents and staff.**

In the case of illness, accident or injury, we will attempt to reach your first. If we are unable to reach you, the emergency contact persons will be contacted. As stated on our **Enrollment Agreement**, in case of a perceived emergency, we will call an ambulance. If a child does not respond, is having trouble breathing or is having a seizure, we must call 911. Until the arrival of a parent/guardian or medical professionals, a staff member in an administrative capacity will take charge of your child and remain with him or her. In your enrollment package, there is a form authorizing Clarian to act on your behalf if there is an emergency. By completing our enrollment forms, you are authorizing Clarian to call an ambulance in case of a perceived emergency.

### **Clothing**

- Children should wear washable, comfortable, casual clothing.
- Children who walk must wear closed-toe shoes. Gym-type shoes are recommended.
- Winter clothing must be provided in climates where appropriate as children will go outside (coats, hats, gloves or mittens, scarves and boots).
- Families must supply an additional set of clothing including socks and underwear labeled with their child's name.
- Families must mark clothes with their child's name written in indelible ink.

**The center will not be held responsible for lost clothing or possessions that are not properly marked.**

### **Birthdays**

Birthdays are a special time at Clarian. Families are welcome to join in the celebration. If you would like to bring a treat to the center, we encourage you to bring a nutritious food or a non-food treat (with Center Director approval). All food must be purchased from a licensed food provider. Please make arrangements for birthday celebrations at least one week in advance with your child's teacher and the Center Director.

### **Things from Home**

Items such as toys, candy, gum, money, balloons, play guns and other pretend weapons **are prohibited and should be left at home**. If these items are brought in, they will be stored in the child's cubby until the end of the day, the center will not be responsible for breakage or replacement. It is the parent's responsibility to see that their child brings nothing into the center that is a danger to others. Clarian reserves the right to remove any item perceived as potentially harmful or disruptive to the class.

### **Meals**

For children able to eat table food, the center will provide Breakfast, lunch and an afternoon Snack. Any known food allergies and/or copies of any restricted diet approved by the child's physician must be on file at the center. An "ALLERGY ALERT" notice will be posted in the child's classroom, as well as in the kitchen/food prep area, visually alerting both the nutritionist and the child's teacher, and any other staff caring for the child. Menus will be posted on the Parent Information bulletin board, noting substitutions, each week. If the center provides breakfast and/or lunch, the meals will meet all state and federal nutritional guidelines. Any meals provided by parents must also meet the state and federal nutritional guidelines as well. Please notify child's teacher if your parent provided meals needs refrigeration. Clarian Place does not serve nuts or peanut butter.

### **Tooth Brushing**

Each child ages Mixed Toddlers through Pre-school may brush their teeth after lunch each day. For those students who elect to participate, parents must provide a labeled toothbrush with a protective cover/cap. Children will use only water to brush their teeth or child safe toothpaste supplied by parent. A new toothbrush must be supplied every 90 days or if an infection has occurred. Toothbrushes are sanitized weekly with peroxide solution.

### **Nap Time**

There is a required rest period during the day for all children. Each child is assigned his/her own cot to sleep on and is welcome to bring a small favorite blanket. Some children will sleep and other will be allowed to rest or enjoy a quiet activity.

### **Medications**

**This facility does not dispense medication. The facility will, however, dispense medications for students who have routinely been prescribed medications by a physician for respiratory or bronchial related conditions. All inhalers or vials of medications for nebulizers must have a prescription number, otherwise, we will not dispense.** Any adverse reaction to medication will be documented, and the parent will be notified immediately. **Please do not send any medication in your child's bag, coat pocket or leave any medication in your child's cubby or storage space.**

For prescription medications, the parent/guardian must complete an *Authorization for Medication form*. The signed form expires seven (7) days from the date of the signature. Prescription medications must be in the original container with the child's name, physician's name, date, pharmacy name and phone number, prescription name, number, and clear instructions on frequency and amount to be given to the child. **No injections will be administered with the exception of Epi-Pens. Please remember to retrieve your child's medication at the end of the day.**

### **Bumps and Bruises**

If your child incurs a minor injury, such as a skinned knee or slight cut (situations that are not an emergency), you will be asked to sign and will receive a copy of an *Incident Report*. The report will describe how the incident happened and the action taken by a qualified staff person. In the event of an emergency or accident requiring more than basic first aid, you will be contacted



according to the instruction in the *Enrollment Agreement*. We ask that you authorize the center to take the emergency measures deemed necessary for the medical care and protection of your child. Should an accident occur that requires outside medical attention, a written report and student accident insurance claim form will be provided. Clarian's student accident insurance is a supplemental insurance policy that is an excess policy only. Your health insurance is and remains the primary responsible party for payment for the cost of treatment to your child.

### **Field Trips**

From time to time, the staff at Clarian may take children on age-appropriate field trips. Prior notice will be given for all scheduled field trips. The center will obtain a signed permission slip from you prior to all field trips. Details of the field trip, including address and phone number, will be on the permission slip. For safety and security reasons, your child may not be dropped off or picked up from the field trip location. All field trips will start and end at the center. In some instances, the cost of transportation and trip fee will be paid by the parent. Your participation as a volunteer is welcome. Please consult with the center Director for further information.

### **Transportation of Children**

Children and staff members are required to adhere to all safety standards such as seat belts while on the bus/van. Transportation includes field trips ONLY. Clarian's policy for transporting children is that a child must be at least 3 years old and 40 pounds or more, unless a specific state law is more stringent, in order not to be transported without a booster seat. All child restraint seats must be provided by parents.

### **Water Activities for Children**

Clarian Place will not offer nor participate in any water activities away from the facility. During summer and extreme warm weather days, Clarian will allow children to engage in outdoor water play on premises (e.g. water sprinklers, kiddie pools (less than 1 foot of water). To ensure that water play does not spread infections disease, the following will be monitored: no child drinks the water; children with sores on their hands or bodies will not be permitted to participate; fresh faucet water will be used; water in kiddie pools will be changed between each group. All containers will be drain and sanitized after each use. These precautions shall also apply to indoor classroom water activities as well.

### **Outdoor Play**

Research has shown that children remain healthier when they have the opportunity to participate daily in outdoor play. Outdoor play will be included as part of your child's daily schedule. It is our policy that a child must be well enough to participate in both indoor and outdoor activities. If there are medical reasons why your child cannot play outdoors but is well enough to be at the center, we will make every attempt to comply with your request when presented with a physician's written instructions. Certain times the weather may not cooperate and outdoor play may be restricted or the scheduled time may be modified. Outdoor play will be cancelled if the temperature outside is below 35 degrees or the temperature is above 90 degrees (wind chill and heat index factored in). The scheduled time for outdoor play may be modified if the temperature is 45 degree or the temperature is above 80 degrees (wind chill and heat index factored in).

Please be certain that staff has been informed if your child has any health issues that may be weather related or triggered by certain weather exposure. Outdoor play may also be adjusted before of other weather conditions; rain, threatening weather, ozone warnings, etc. On the days that outdoor play defers from the scheduled time the staff will provide activities that stimulate Gross Motor activity.

Please be certain to send your child in proper clothing so they may be comfortable and safe when engaging in Outdoor Play, e.g., hats, gloves, boots, etc. Children shall be dressed when they arrive at the center. Shoes are required to be worn in the center. Children will remain inside when the weather is inclement (raining, snowing, icy conditions) or in extreme cold or heat.

### **Licensing Agency**

It is the right of the licensing agency to perform their duties as follows:

- Interview children and/or staff and to audit child and staff records without prior notice or consent.
- Observe the physical condition of the child (ren) including conditions which could indicate abuse, neglect or inappropriate placement and, if determined necessary, provide protective custody and/or have a licensed medical professional physically examine the child (ren).

Please be assured that the center has carefully developed systems to ensure the comfort and protection of your child. As a parent/guardian, you can always expect Clarian to adhere to all county and state regulations governing safety, fire, nutrition, and child/staff ratios. Our goal is to provide a safe and nurturing environment for all children with programs to suit each developmental level. We welcome your comments and suggestions that may help us achieve these goals.

### **Student Confidentiality**

Information pertaining to a child and his/her family is kept confidential at all times. Occasionally, records may be reviewed by regulatory agencies for information that may be pertinent to a child's well-being or requested by a legal subpoena. Student files are otherwise confidential and monitored only by the administrative staff. If your child is involved in an incident involving another child, Clarian will not reveal the other child's identity. Federal law prohibits Clarian from testing children who bite for HIV and Hepatitis B.

### **Policy for Non-Discrimination**

Our program is designed for children from six weeks to 4 years. Clarian accepts all children on a first-come, first-served basis. Clarian does not discriminate on the basis of race, gender, religion, or national origin.

### **Children with Special Needs**

Clarian will accept children with special needs if reasonable accommodation is possible. Clarian's staff members will work with the child's physician, therapist and other professionals to accommodate the child, or make referrals to more appropriate settings when necessary.

Information provided to the Director at time of enrollment about the child and the resources he or she requires will better help Clarian determine if the needs of the child can be met.

### **Smoke Free Environment**

Clarian maintains a smoke-free environment in compliance with local, state and federal laws. We ask that you do not smoke in the center or on Clarian property.

### **Our Responsibility in Reporting Suspected Child Abuse and Neglect**

As caring and concerned childcare providers, we take our responsibilities seriously. Abuse and neglect, whether physical or emotional, can happen in all types of families, from all walks of life and in varying degrees. When abuse occurs, both children and parent/guardians are the victims and need support, understanding and help. Clarian's staff has been trained to recognize the signs and symptoms of abuse and neglect. Furthermore, **the law requires us to report all suspected cases of abuse and neglect.** Parents may ask the Center Director for a confidential referral for outside intervention and suggested resources for prevention and assistance in dealing with this sensitive matter.

To protect the children in our care, we take the following measures:

- All state required staff screening and criminal background checks.
- Observe and evaluate the performance of staff.
- Monitor classrooms, activities and staff members through observation or video monitoring.

### **Guidance and Discipline Techniques**

We believe that children learn best through experiences. We believe that the teachers must lovingly guide and redirect the children to help them to learn to cooperate with their peers; and to have positive educational experiences to encourage and enhance their growth and development while in our care. We believe that we can best accomplish this by:

- Having multiples of favorite types of toys and materials.
- Making materials easily accessible to children.
- Providing a balance of child-directed choices and teacher-directed activities over the course of a day.
- Creating stimulating and developmentally appropriate classrooms that engage and challenge children.
- Teachers moving around the room to be available to children, playing alongside them modeling respectful and appropriate interacting behavior.

When misbehaviors do occur, teachers use a variety of techniques to address these concerns. These methods may include:

- Distraction (Infants and Toddlers): Teachers ignore the behavior while involving the child in a more positive choice.

- Redirection: Teachers help a child understand that a behavior is not appropriate and focus his/her attention on a more acceptable alternative.
- Normal Social Consequences: Teachers allow normal consequences to occur and help children recognize how their behaviors lead to these consequences.
- Conflict Resolution: Teachers lead children in conversations with each other to solve social problems that arise in the classroom and to help them understand how their behaviors impact others.
- Investigation: through observation, discussions between family and staff and documentation, teachers will work together to determine and correct the root causes of disruptive behavior.
- By speaking with a child if their behavior is inappropriate for the area or material that they are using, i.e., “We take the blocks down”, “This is the way we use the paint brush”; we say “only walking” instead of “don’t run”; “Thank you for using your inside voice”.

If a child is having consistent difficulties, or becomes distracting to the entire group (usually at circle time) he/she may be asked to sit with the Assistant Director or Director, so that he/she can think in a quieter atmosphere. After which, the Director or Lead Teacher will speak with the child in a problem-solving manner.

Children with consistent difficulties are taken through the above procedure, and the parents are counseled regularly; if necessary, outside assistance is sought. If difficulties continue, the child may be dismissed from the program. This is seriously considered when the health, safety and welfare of the child, and/or that of another child or the children of the group are at risk.

Please be advised that under the law any form of hitting, corporal punishment, abusive language, ridicule, and harsh or humiliating or frightening treatment, is illegal and is against our philosophy.

### **Biting**

Biting is a natural part of children’s development. Infants and toddler put everything in their mouths. It feels good to bite and chew while you’re teething. Toddlers and young preschoolers don’t have the verbal skills to fully express themselves. Biting brings about a quick and dramatic response. Children experience many emotions (positive and negative) that are difficult for them to express and, at times, control.

Although biting is a natural part of a child’s development, it can be a very serious matter. If Clarian identifies a “Biter” in the program, numerous steps are taken to combat biting. Efforts are made to determine why a child is biting; Is there enough space for children to move around? Are there enough toys and materials for each child? Are there enough planned activities to keep the children involved? What is the temperament of the child and is this contributing to the biting behavior? Is there a pattern to the child’s biting? Once we have determined what triggers the biting, various methods and techniques will be use to eliminate the biting behavior.

When all methods and techniques have been tried and the child is still biting, the child may be dismissed from our program.

## **Special Information for Parents of Infant and Toddlers**

### **Infants**

Please be sure that your child has the following items at the center on a daily basis:

- A box of Kleenex.
- Two (2) receiving blankets or burping cloths labeled with child's name.
- Three (3) changes of clothing (including socks or booties)
- Bibs (no string), 2 or 3 cloth diapers or burping cloths.
- Enough prepared and labeled formula or breast milk for one day (labeled with the child's first and last name, date and contents). Properly labeled bottles should be placed in a one (1) gallon sized zip-loc bag with the child's first and last name written on the bag. All bottles must have bottle caps.
- Jar food and cereal (labeled with child's first and last name).
- A package of disposable diapers; each diaper individually labeled (replenish as needed).
- A package of baby wipes-labeled (replenish as needed).

**It is the family's responsibility to replace the above items when needed. Infant's belongings (soiled clothing, used and unused bottles, etc.) must be taken home at the end of each day.**

All items must be labeled including pacifiers, baby bottles, bottle caps, rings, sippy cups, blankets, and clothing. Pacifiers **may not** be attached to the child's clothing. Children will not be allowed to carry bottles, sippy cups, rings or pacifiers while walking or crawling. The center will not be responsible for items that are not labeled.

Infants are fed, changed, and placed in a crib to sleep on demand or according to parent/guardian schedule. Infants are held while being bottle fed and are only placed in cribs for sleeping. Parents are encouraged to visit the center to feed, play and interact with their infants. Mothers are welcome to breast feed your infant at any time.

### **Safe Sleeping Position**

In accordance with the recommendations of the American Academy of Pediatrics, we place infants on their backs to sleep. Infants who fall asleep in a bouncy chair will be moved into cribs and placed on their backs to sleep. They may not sleep in the bouncy chair. Infants nap in assigned cribs according to their own individual schedule. If you request that your child sleep in a different position other than on their back, a physician's note that explains why your baby should not use a back sleeping position is required.

### **Diapers and Formula**

Clarian prefers the use of disposable diapers. Cloth diapers may be used if provided by a commercial diaper service. If parents elect to use cloth diapers, they must provide an appropriate odor controlled, hands-free container, with a plastic liner and tight fitting lid for soiled diapers. All soiled diapers must be removed at the end of each day. Parents must provide an ample supply of diapers for each day.

**All baby food including formula must be supplied by the parent.** All bottles must be prepared by the parent/guardian, and will be labeled with the child's first and last name. Unused portions of bottles will be discarded within two (2) hours from the beginning of the feeding. **Please fill bottles only with the amount of formula or breast milk your child will drink at each feeding.** Bottles containing breast milk will only be warmed once. Any unfinished bottle containing breast milk will be marked "USED" and re-refrigerated. This bottle **will not** be used for any other feedings. Bottles will be warmed under running tap water; by placing them in a crock pot (warm setting), or by setting out at room temperature. We ask that you do not leave any bottles, open food or formula at the center at the end of the day. All left over open food items that are not taken home will be discarded at the end of the day. **The use of microwave is PROHIBITED for warming infant food or bottles.**

### **Toilet Training Procedures**

Clarian is committed to assisting with the toilet training process, and we will begin training as early as 20 months, or as soon as parent/guardian is ready to begin. Clarian does not require the use of disposable pull-ups during the toilet training process.

A child's cues and mannerisms initiate toilet training. These may include:

- Verbal request
- Gestures of pulling down pants
- Leading care giver to the bathroom
- Squirming in place
- Pointing gestures

Teacher's responsibilities include being sensitive to these cues and mannerisms by:

- Asking the child to use the potty
- Assisting the child on scheduled visits to the bathroom
- Frequent verbal reminders throughout the day
- Posting pictures of sequencing potty routines
- Communicating with families to establish consistency between center staff and home

While using the bathroom, all children will be supervised and assisted as needed. The children will flush the toilet and be assisted with washing their hands with soap and warm water.

If a child does have an accident, the care giver, using gloves, will assist in changing the child's clothes. Parents are responsible for bringing at least three (3) changes of underwear, pants, shirts and socks all labeled with the child's name. For health and safety reasons, soiled clothing will not be washed or rinsed by the center. All soiled clothing will be placed in a sealed plastic bag and returned to parents for pick-up at the end of the day.

Toilet training is an exciting process for both the family and the child. We want to encourage communication between the staff and families so we can work together as the child strives for independence. We will make every effort to follow your direction to ensure consistency between home and the center.

### **Custody/Parents**

It is Clarian's policy to not interfere with the custody relationship of a child's parents. As such, we assume that both parents/guardians have equal rights to pick-up/drop-off, visit or request documents on a child. If that is not the case, it is the parent's/guardian's responsibility to provide court documents and/or legally binding parental agreements to clarify the rights and responsibilities of the parents and/or guardians. Clarian will follow the last dated court documents without prejudice to either parent/guardian. Clarian asks that parents/guardians keep the center, staff, and other children out of any legal entanglements or other custodial issues and resolve these issues in another forum. Failure to adhere to this request may result in termination of enrollment.

### **Severe Weather Conditions**

In the event of severe weather conditions which prevent the center from opening, please call ahead to make sure staff have arrived. Center closings due to severe weather will also be broadcast on the local new stations as well. In the event of a severe weather advisory during operating hours, parents will be contacted to pick up their child (ren) at a designated time, if the center will need to close. It is your responsibility as the parent/guardian to ensure your child (ren)'s emergency contact information is current. We ask that you contact the center to ensure that it is open during inclement weather/natural disaster.

### **Emergency Evacuation**

Evacuation drills are held regularly at Clarian. Should an emergency occur which requires evacuation of the center, you will be notified as soon as possible and asked to pick-up your child if the emergency is expected to last a significant length of time. If you are at the center at the time of a drill or an emergency, you are requested to follow our procedures and evacuate the building immediately along with the children or follow the emergency instructions of the Center Director or Management Person in Charge. Please check with the Center Director for specific information related to evacuation and emergency procedures.

### **Baby-sitting Policy**

Clarian Place Child Care discourages its employees from making independent child care arrangements with center families. However, in the event you enter into an agreement with a Clarian Place employee to baby-sit for your family outside of the employees work hours and/or outside of the center hours, it must be done away from the center with the full knowledge and

understanding that the sitter enters into such an agreement as a private citizen and not as a Clarian Place employee. Clarian Place cannot be responsible for its employees away from the center, outside their working hours and will not be liable for their act or omission when not on Clarian Place's property. You may be required to sign an acknowledgement and waiver to this effect. If you enter into an independent agreement with a Clarian Place employee to care for your children and this arrangement results in the person leaving Clarian Place's employ, Clarian Place will charge you a finder's fee of \$1,000.00.

### **Termination of Enrollment by Clarian Place Child Care**

In certain circumstances it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child concerned, other children in the class and the well being of everyone at the Center. Every effort will be made to correct a situation before a final decision is made (i.e., moving a child to another class, redirecting behaviors, providing choices, separating children who are not getting along or other interventions).

### **Termination of enrollment may be a result of the following:**

- Abuse of other children, staff or property by child or parent/guardian.
- Continued violation of Clarian policies by child or parent/guardian.
- Disruptive or dangerous behavior by child or parent/guardian.
- The center's inability to meet the child's need or the parent's/guardian's expectations.
- Non-payment of tuition.

This is a partial list and Clarian reserves the right to end the enrollment of a child at any time for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.

**Termination of Enrollment by Parent or Guardian:** Clarian Place CC & LC requires two (2) weeks written notice prior to withdrawal/termination of enrollment. Failure to do so will result in parent's account being billed the full two week's tuition, for which, you will be responsible to pay. No REFUND will be given on advance payments if enrollment is terminated early.

### **Family Communication and Involvement**

Clarian has an "Open Door" policy for all enrolled families. You may observe your child in the classroom through observation windows on the door, and all families are encouraged register to monitor via the internet. We understand that it is important the parents to share in the developmental experience of their children and to have open communication with the child care provider.

Daily activity reports and quarterly progress reports are used to keep parents informed with regard to various developmental milestones. Informal conferences may be held anytime by appointment. Your communication and involvement are important and will enhance the feeling of partnership in the education and care of your child.



Families will always be notified of significant occurrences, communicable diseases and other problems that affect their children. The notification will be done by postings, direct communication, a letter or a telephone call, and message alert at check-in, depending on the circumstances.

Clarian is committed to treating each child and family member with understanding and respect, while being responsive to your individual needs and expectations. The intent of the Family Partnership Guide is to provide information that is both helpful and usable, strengthening Clarian's partnership with you. We appreciate your cooperation with Clarian Place Child Care & Learning Center, Inc. policies.

If you have any questions, comments, concerns or compliments, please contact the Center's Director or Administrator, by visiting our website at [www.clarianplacechildcare.com](http://www.clarianplacechildcare.com).



## Family Partnership Guide Acknowledgement

**I have read the document entitled “Family Partnership Guide” and have received a copy of the “Family Partnership Guide”.**

Signature (Parent or Legal Guardian)

Date

Child’s Name (Please Print)

Signature (Center Director/Representative)

Date