

**Highlands Child Development Center**



**PARENT**

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Birmingham, AL 35205

Phone: 205-933-0230

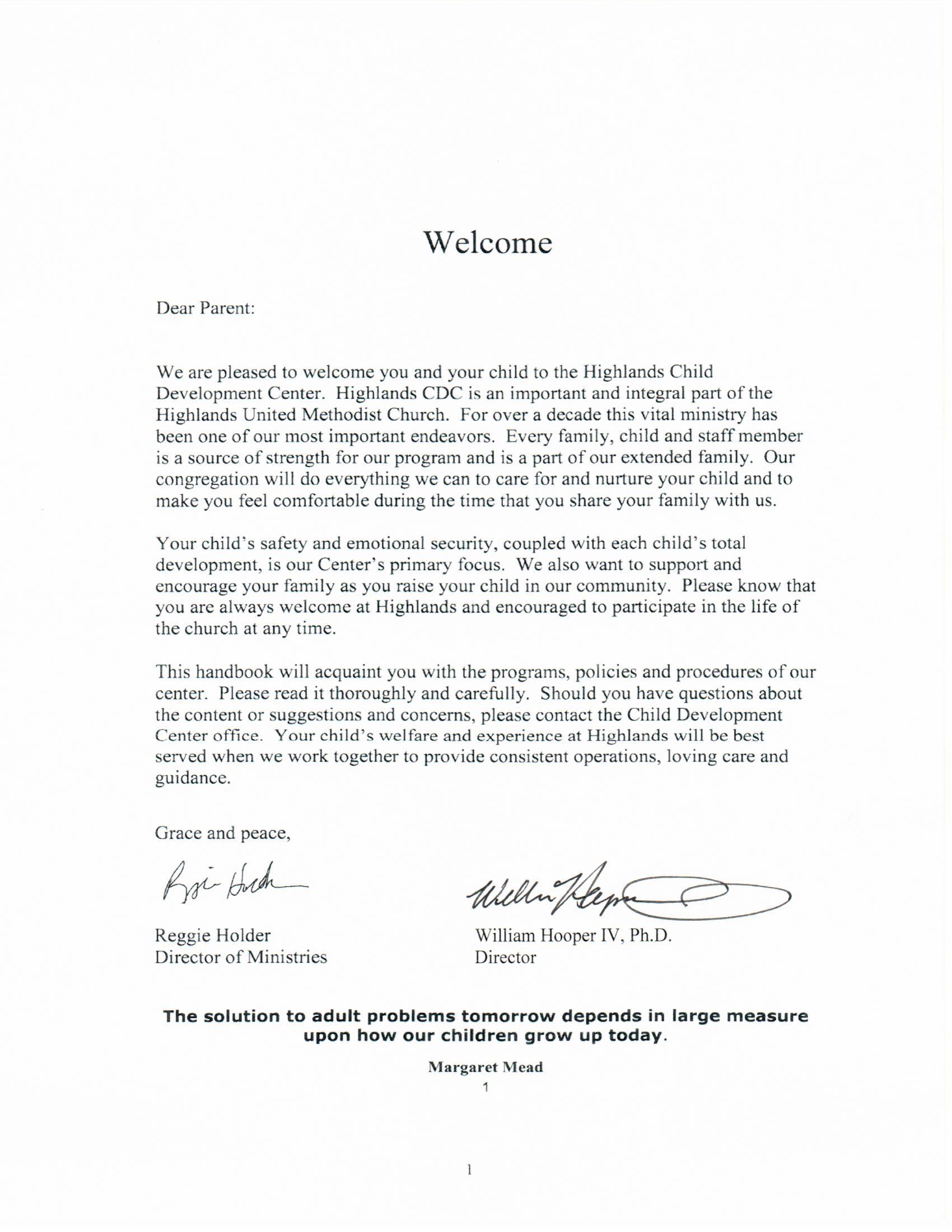
**HANDBOOK**

**Accredited**

**Program of**

**NAEYC**

**Revised July, 2019**



**HIGHLANDS CHILD DEVELOPMENT CENTER**

## Statement of Purpose

Highlands Child Development Center is a Christian, faith-based ministry of Highlands United Methodist Church. The Center strives to have a program which is inclusive, culturally diverse, and designed to meet the needs of church members and the community. All persons, regardless of race, creed, or faith, are welcomed to participate in our program. Christian holidays will be observed, but efforts will be made to create an awareness of, and appreciation for, other faiths and their religious practices.

Consistent with the Mission Statement of Highlands United Methodist Church, the goal of Highlands Child Development Center is to be a place where:

* all families are welcomed, valued, and encouraged to be part of community
* children experience and learn to share the love of God with others in a cooperative spirit of concern for others and the world in which they live
* children are encouraged to discover their God given gifts.

# I. THE PROGRAM

Highlands United Methodist Church Child Development Center is licensed through the Alabama State Department of Human Resources (DHR) and was granted accreditation by the National Association for the Education of Young Children in September 2002. Highlands CDC has been reaccredited under the NAEYC standards every 5 years on May 31, 2008, and on June 1, 2018.

**A. Staff/Child Ratio:**

TheCenter is committed to maintaining staff/child ratio in accordance with both DHR and NAEYC standards.

**B. The Curriculum:**

This Center is dedicated to ensuring the quality of children’s daily experiences in early childhood programs and promoting positive outcomes. The curriculum and assessment program utilized by our Center is Creative Curriculum. This program is congruent with NAEYC objectives and criteria. The curriculum provides opportunities for teachers to include concepts and activities that foster children’s social, emotional, physical, language, and cognitive development. Key areas of content are integrated including literacy, science, math, social studies, creative expression, the arts, health and safety, as well as technology. Above all, the goal of the program is for each child to be challenged and happy in a nurturing environment conducive to learning. Biblical-based, interactive chapel is taught once a week for preschoolers. Atrium is introduced to our Preschool 4 Class.

Each class has a daily schedule that is flexible, yet predictable. It is a blend of large group, small group, child-initiated learning, creative self expression, and outdoor activities. Individual needs of the children are always the priority.

Time is provided for children to play alone, with other children, and in small groups. Children choose many of their own activities and learn through organized play. Teachers facilitate children’s learning by encouraging involvement, asking open-ended questions, observing social interaction, and extending the learning experience.

There is a strong emphasis on literacy. Children have many opportunities to be read to in an engaging manner in group or individualized settings as well as independent reading.

The Center offers a variety of Enrichment programs as a vital component of the overall curriculum. International Studies, Music, as well as Spanish are integrated into the curriculum.

Our curriculum is comprehensive, developmentally and age appropriate, and is coupled with challenging experiences that make it an optimum learning environment.

**C. Assessment Procedure**

Assessment is the process of gathering specific information about a child’s

knowledge, skills, preferences, behavior, and/or other unique characteristics for the purpose of making a decision about a child (Bailey & Wolery, 1992.) Assessment is ongoing; teachers formally and informally assess children’s progress. **All teaching staff within our program receive initial training during new staff orientation and receive annual training in assessment materials and procedures.**

HCDC implements The Creative Curriculum Assessment Program using Teaching Strategies GOLD (paper version). Family Conferences are held 2 times a year—Fall and Spring. Teachers and parents discuss the child’s progress. Parents are strongly encouraged to provide information about their child’s progress, interests, and any other information that would be helpful. **In the event that families may be uncomfortable with any form of assessment, every family has the right to request that their child be removed from any form of assessment procedures conducted within the center.** **A family written consent form is required verifying a child may be assessed annually using the programs selected developmental screener: The Brigance.** Assessment results are essential to provide the teacher the necessary data to plan effectively to meet the learning needs of each child.

# II. POLICIES AND PROCEDURES

**A. Admissions**

Admission to Highlands United Methodist Church Child Development Center is open to children ages 6 weeks through 5 years of age, regardless of race, sex, religion or national origin. Services are provided for families who need full day, five day a week care. Siblings of children currently enrolled and church members receive priority.

**B. Fees:**

1. Deposit: At time of admission, a **non-refundable** deposit of $200 per child enrolled

will be required.

2. Registration and Supply Fee: A **non‑ refundable** **yearly** registration fee of $75 and

supply fee of $175 is charged for each child enrolled in the Center. These fees will

be due at the time of registration. If the child is withdrawn and re‑ enrolled, all of the

registration fee and all or part of the supply fee will be charged again. Students

enrolled after January 1st through May will only be charged ½ of the supply fee.

3. Tuition: For parents paying monthly tuition: Tuition is due on the first working day

of each month. A late fee of $5 per day will be charged if the tuition is not paid by

the third working day of the month. Late fees will continue to accrue until the

balance is paid. If the tuition is not received within 2 weeks of the monthly deadline,

the child will be dismissed. The child may return only if the balance is paid in full;

an additional deposit collected; and if space is available.

**The tuition charged upon entering the Center will remain the same**

**as the child advances, unless an “across the board” tuition**

**increase is implemented by the HCDC Board of Directors.**

**No refunds will be given for absences**.

5. Late Pick‑up Fee: Children are to be picked up on time so that the Center can **close**

**by 6:00 p.m**.! Failure to meet this policy will result in a late pick‑up fee of $15 for

the first five minutes and $1 per minute thereafter. Late pick‑up fee must be paid

immediately.

6. **Any week in which a Holiday is observed by the Center full tuition will be due.**

7. Fees will be assessed for optional activities of the Center, such as annual pictures, field trips or special events.

**C. Withdrawals:**

Advance **written** notice of **at least four weeks** is required when a child is

withdrawn.

**D. Dismissals:**

The Center reserves the right to dismiss any child from enrollment for failure to pay

tuition and fees. The Center also may dismiss a child, after consultation with

parents, if the Center is not meeting the developmental needs of the child, or if the

child's presence is interfering with the education of others.

**E. Days and Hours of Operation:**

Highlands United Methodist Church Child Development Center is open from 7:00

a.m. until 6:00 p.m., Monday through Friday throughout the year.

The Center will be closed for national holidays.

(See Current Calendar)

There is no reduction in fees during holidays, and parents should

make alternate care arrangements if they work on these holidays.

**F. Arrivals and Departures:**

Parents have access to one of two entrances to the Child Development Center –

the main entrance of the Church, or the secured door nearest the playground. As

a safety and zoning requirement, no one will be admitted from the street. The

entrance code on the playground door is confidential and is to be used by parents

of the Child Development Center **only**. Under no circumstances, should anyone

be allowed into the building as you enter or depart.

In an effort to protect the health of our children, families, and staff, Highlands Child

Development center is an idle free zone. All parents and staff are required to turn

off their cars while in the CDC parking area. Idling cars are a harm to both the

environment and the health of our community, and because children have an

increased risk of developing asthma, respiratory problems and other adverse health

effects, we require that all vehicles remain off while in the CDC parking area

even when children are not present.

To ensure that children’s safety is paramount at all times and no child is collected by a person whose identity is unknown by educators the following policies and procedures are to be followed and enforced at all times:

1. Upon arriving, the child must be delivered into the hands of his/her caregiver **and signed in by the parent. A full signature is required by DHR. Initials are not accepted.** This policy must be adhered to, if we are to be responsible for your child. Each child’s sign in/out sheet is located with the classroom binder and is present during every transition. Sign in sheets are to be used in the case of an emergency to account for all children.
2. Parents are encouraged to arrive at the end of the day in time to chat with the child's teacher, assist in getting the child's belongings and **leave the Center by 6:00** **p.m.** or late fees will be assessed.
3. Parents are to advise their child’s teaching team if someone different is picking up their child. Any person that will be dropping off or picking up a child must be named on the enrolment form or emergency contact form by the parent/guardian. Photo identification and prior permission of release will be required for anyone other than the parent/ guardian to leave the premises with a child.
4. **No child may be left over ten hours on a regular basis. Prior approval must be obtained for occasional exceptions.**
5. In the case of a separated family, either biological parent is able to add a contact in writing unless a court order is provided to the Director stating that one parent has sole custody and responsibility.
6. No child is to be withheld from an authorized contact or biological parent named on the enrolment form unless a current court order is on file at the center or if the individual is suspected of being under the influence of alcohol or other substances.

**G. Food and Nutrition Policy:**

In an effort to ensure that children are provided varied opportunities and materials that encourage healthy nutritional practices, all children are provided adequate rest time, nutritious meals, gross motor opportunities, and proper hand washing practices. Additionally, our Preschool 3 & 4 classrooms take part in family style meals where children practice serving and feeding themselves.

1. The Center provides a breakfast snack, a full lunch, and an afternoon snack.

The lunch menu is provided on a monthly basis.

2. A nutritious lunch with milk is provided for infants, toddlers and

preschoolers.

Meals are served family style in small groups in the classrooms. This provides

opportunities for language development, positive interactions, and modeling

appropriate behavior and manners during meals.

3. NAEYC requires the following criteria concerning food:

* All baby food and junior food as well as bottles must be furnished by the parents. NO GLASS BOTTLES can be used. All items must be clearly **labeled** with the child's name. Baby food jars must arrive **unopened.** All opened jars should be taken home or disposed of at the end of each day.
* All children who can eat a regular diet will be served according to the menu. Exceptions will be made for children under a doctor’s written order, children with food allergies, and for children observing cultural traditions. In such cases, the parents will provide the food.
* Our goal is to maintain a nutritional diet. Special treats may be served on holidays or birthdays.

4. All foods and beverages brought from home must be labeled with child’s name and

date.

5. Food that comes from home for sharing among the children must be either whole

fruits or commercially prepared packaged foods in factory-sealed containers.

6. Staff do not offer children these foods:

* Hot dogs—whole or sliced into rounds
* Whole grapes
* Nuts
* Popcorn
* Raw peas
* Hard Pretzels
* Spoonfuls of peanut butter
* Chunks of raw carrots
* **Parents are requested to not send any of these foods to the Center.**

7.Breast Feeding Policy:

Highlands United Methodist Child Development Center strives to accommodate each child’s needs and understands that every child has a different pattern of eating. In most cases, we believe that feeding “on demand” is the healthiest way to eat. In other words, we will feed your infant when they show signs of being hungry, and will stop feeding when they show signs of being full.

The American Academy of Pediatrics recommends waiting until 6 months of age before starting solid foods. We only bottle-feed infants less than six months with mother’s milk or formula (no water or juice is provided unless requested by a physician).

Infants over 4-6 months are spoon-fed age appropriate solid foods and given water, in addition to breast milk/formula, only when requested by a parent.

Parents are required to provide clean and labeled bottles daily. Only frozen breast milk is stored for an extended period of time, and parents are required to **label all bottles and breast milk** with the child’s **full** name date and **date and time** of preparation. Labels should be water-resistant. **Any unfinished and unrefrigerated formula or breast milk must be discarded after one hour.** We value the input and preferences of our families in regards to the manner in which their children are fed. In an effort to meet the needs of the children, parents are required to complete a feeding planning outlining expectations, substitution preferences, and routines of their child upon enrollment and through duration of their time within the program.

Breastfeeding is supported by the Center. A room for privacy is provided for mothers who choose to coordinate feedings with staff. Staff gently mixes, not shakes, the milk before feeding. No bottle feedings may contain solid foods unless the child’s health care provider supplies written instructions and a medical reason for the practice. Bottles are warmed in water no more than 120 degrees Fahrenheit and for no more than five minutes. No bottles and/or infant foods are ever warmed in a microwave oven.

##### H. Parties

Parents are encouraged to visit the Center and celebrate their child's birthday at the Center by presenting a special interest book or learning material from the Center’s wish list in honor of their child. The Center requests birthday celebrations be scheduled in advance with the child’s teachers and occur after naptime. Invitations to private parties away from the Center will be distributed only if every child in the class is invited.

**I. Health and Medical:**

1. In compliance with state regulations, a current immunization record (Blue Card)

verifying that all immunizations are up‑to-­date must be on file at the Center **prior** to

the child's first day of attendance. The parents are responsible for providing

updated records each time your child receives an immunization***.***

2. Parents should evaluate their child's health each morning. Children will not be

admitted to the Center if they have severe colds, undetermined rash or spots, fever,

severe headache, vomiting or diarrhea, or other symptoms of illness. If any such

signs occur during the day, the parent will be notified to pick up the child. Children

are not to return to the Center until **at least 24 hours** following any illness in which

the child's temperature is over 101 degrees. Children may not be returned to the

Center after a communicable disease such as chicken pox until a medical doctor

has released the child or all symptoms have disappeared. Consult with the Director

before returning the child to the Center. **A note stating permission to return to**

**school is required from child’s doctor.**

**Please refer to the attached sickness policy for more specific guidelines**

**relating to illnesses.**

3. Parents will be informed when a communicable disease has

been introduced into the Center.

4. No prescription or over the counter (including diaper cream or sunscreen)

medications can be administered by the Center staff unless a signed statement

from a medical doctor is presented; the medication is brought in the original

pharmacy container labeled with child's name, directions for administering, dosage

and dates; and a medical authorization form is signed. The Center staff cannot give

"as needed" or "until all is gone.” **Following the proper procedures all medication**

**Is to be stored in the child’s classrooms secure medication lockbox.**

5. It is the responsibility of the parent to be sure that all medical information, including

the child's doctor and other adults to contact in an emergency, is current in the

child's record at the Center.

6. In the event that a physician or dentists has ordered a special medical management

procedure for a child in our care it is the responsibility of the parent or guardian to

inform both the teaching team and the Director to ensure that the center is able to

ensure an adult trained in the procedure is onsite when the child is present or

special accommodations can be made with the parents.

7. In the event of an accident or illness requiring emergency treatment, one attempt

will be made to notify the parent. If that attempt is unsuccessful, the staff or Director

will use their judgment and may contact 911 or contact the child's doctor to seek

help for the child. The Center accepts no responsibility for expenses incurred as a

result of a medical emergency. Staff cannot transport a child away from the Center

for treatment.

**J. Guidance Practices**

The Center staff are trained and experienced in planning an interesting, developmentally appropriate environment for young children. The schedule provides a variety of opportunities to release energy and rest bodies and minds. It is the goal of the Center to provide a positive experience for children to develop social skills and learn acceptable behaviors in different situations.

Positive guidance techniques of anticipating behaviors, redirecting behaviors, giving limited choices for behaviors, and providing quiet time for reflection on behaviors will be used.

**K. Emergency Plans:**

1. Emergency plans are posted in each area of the Center and are practiced with the

children at randomly scheduled times, at least once a month. Records of the

practices are kept on file in the office.

Closings due to dangerous weather will be announced as early as possible. The

Center will generally follow the **Birmingham City Schools closing schedule**.

During summer months, closings will be in line with other local Centers.

If the Center must close for emergency situations, the parents will be notified via

telephone (Calling Post,) or e-mail.

**L. Family Involvement Coordination:**

The family and the Center must work together for the benefit of the child. Parents are strongly encouraged to participate in any of the programs offered through the Center and to be with your child at the Center when convenient. The Center has an "open door" policy so parents are welcome to visit at any time.

1. The Center selects toys, materials, and equipment based on creative and educational

values for the children. When toys and other personal items are brought from home,

they become lost, the target of arguments, and may or may not be developmentally

appropriate for other children or group play. Under NAEYC Health Standards, this

practice is not acceptable. Therefore, parents are ask to leave them at home or in

the car.

2. Children may use security blankets, pacifiers and/or one soft stuffed animal during

nap time only. This policy is enforced for sanitation and safety reasons.

3. Daily written reports about the child's activities andinterests will be provided at the

end of each day. Preschool 3 and 4 provide weekly reports. Monthly newsletters

will be shared with parents.

4. The staff will conduct regular assessments of your child's developmental progress.

Parent conferences will be scheduled to report on his/her progress and to evaluate

specific needs for each child. Conferences will be scheduled twice per year;

however, parents may request a conference at any time by contacting the Director.

5. Families are encouraged to be involved in the activities sponsored by the Center

and the Parent Council.

**M. Grievances:**

Parents are encouraged to communicate directly with their child's teacher regularly. Open communication usually prevents problems from occurring. All parental communication to teachers during the school day should be routed through the center office. Should a matter not be satisfactorily handled with the child's teacher, please contact the Director to discuss the matter. Should a matter not be satisfactorily handled with the child's teacher, please contact the Director to engage in conflict resolution involving increasing levels of formability: 1) discuss the matter 2) discuss mediation 3) communicate or conference with staff members (if needed) and after appropriate amount of time 4) reassess if the matter has been mediated. A second technique used for conflict resolution the center uses for negotiating difficulties / differences that may arise in interactions between families and program staff is to 1) discuss the matter with teacher and family member present with director or educational specialist serving as mediator 2) providing appropriate support or training to family or staff member 3) implementing disciplinary policy for employee if issue is not resolved and if appropriate.

A copy of the book, *Minimum Standards for* Day *Care Centers and Nighttime Centers* outlines the regulations on child care in Alabama. It is available in the Center

office. A personal copy may be obtained by contacting the State Department of Human Resources, Office of Day Care Licensing at 943-4100.

**N. Field Trips and Transportation:**

## 1. Field Trips

Field trips taken by classes at Highlands Child Development Center will be an extension of the curriculum. Parents or guardians willbe notified of the trip at least a week in advance. Parents are required to transport and accompany their child on the field trip.

The permission slip should have a place for the parent’s signature and should be in hand before the trip.

**2. Transportation**

Children must be transported by parent(s), guardian(s), or designated person(s) on a field trip. The Center requires the custodial parent/guardian or other designated person to sign children out upon each departure from the Center.

**O. Confidentiality Policy**

1. Children’s records are in a secure location under lock. Only designated staff has

access to these records. Teaching staff have access only to the records of

children presently in their class. Administrative staff has access to all children’s

records. Children’s files must also be made available to the DHR representative

and Jefferson County Department of Health.

2. In addition to DHR required information, assessment information is in each child’s

file. All assessment information is confidential.

**P. SIDS Policy**

1. Infants, unless otherwise ordered by a physician, are placed on their backs to

sleep on a firm surface manufactured for sale as infant sleeping equipment that

meets the standards of the US Consumer Product Safety Commission.

1. Pillows, quilts, comforters, sheepskins, stuffed toys, and other soft items are not

allowed in cribs or **rest equipment** for infants younger than 8 months.

1. The infant’s head remains uncovered during sleep.
2. After being placed down for sleep on their backs, infants may then be allowed to

assume any comfortable sleep position when they can easily turn themselves from the back position.

**Q. Safety**

All children in the Center participate in a monthly Fire/Evacuation Drill and Tornado/Severe Weather Drill. The Center also conducts a monthly “Intruder Alert” Drill to ensure children’s safety in the event of a security breach. The Center has a Bomb Threat procedure where the children are evacuated to the breezeway behind Hotel Highlands. Parents will be informed about pick up procedures.

The Center observes Ozone Warnings throughout the summer and cold weather warnings throughout the winter, therefore limiting outdoor activities. In these situations, activities will be in the church’s Fellowship Hall.

The parking lot is gated with access given to church members, staff members, or approved visitors. The Child Development Center is locked on all entrances with one main entrance with a keypad for entry. The keypad code is shared only with staff cleared through the state licensure of Alabama (DHR), direct family members of children, and guardians. The code is changed frequently. Interior doors that provide access to the center through the church are also secured with key code access only. Additionally, the church and child development center are patrolled by security officers

**R. Child Abuse/Neglect**

Children have a right to grow up in a nurturing, loving environment. Highlands Child Development Center will follow all requirements outlined in Alabama's Child Abuse and Neglect Reporting Law. Copies of the law are reviewed during new staff orientation and are available in the Director's Office. According to the law, professionals who work with children are required to report suspected abuse or neglect, to local law enforcement agencies or the Department of Human Resources. Only the Director and team member(s) reporting the claim should be aware of the circumstances at hand. Any employee who is found discussing the report or sharing any confidential information related to the matter will be subject to disciplinary action or termination.

Any team member accused of child abuse is required to refrain from discussing the case with anyone investigating the charge unless accompanied by the Director and/or the Child Development Center’s attorney. Highlands Child Development Center reserves the right to conduct its own internal investigation and reach its own decision of whether the charge is discovered to have violated any policies or procedures outlined with the policy manual. In any instance that a report of child abuse or neglect is filed against an employee, the center Director will complete and submit the required documentation needed to the NAEYC Early Programs office within 72 hours. Through the duration of the investigation the confidentiality of both the accused team member and the children and families is respected and is a top priority of the child development center’s Director and Administration. Only the Director and team member(s) related to the claim should be aware of the circumstances at hand. Any employee who is found discussing the report or sharing any confidential information related to the matter will be subject to disciplinary action or termination.

Based on the severity of the claim and circumstances surrounding the claim, any team member who is accused of child abuse or neglect is may take or be subject but not limited to one of the following outcomes through the duration of the investigation.

* Administrative leave without pay pending the state's investigations
* Temporary change in duties to remove employee from circumstances under which charges arose
* No change in position, schedule, or compensation

If at any time a team member is found guilty of any report of child abuse, neglect, or non-compliance with the child development center policies the team member will be subject to termination.

**III. SPECIAL INSTRUCTIONS**

1. Parents should plan to give their child some time to adjust to the staff, other

children, and routine at the Center. As a general rule, it usually takes one

or two weeks for the child to adjust and to feel secure at the Center.

2. Please bring children to the room upon arrival, and SIGN them in on the appropriate

sheet. **THE CENTER CANNOT BE RESPONSIBLE UNTIL THE CHILD IS**

**PROPERLY SIGNED INTO OUR CARE.**  Children must also be signed out when

they are picked up. Sign in and out using your official signature, i.e. signing a

check. **No Initials!** This procedure isrequired for you and any other authorized

person who may drop off or pick up yourchild. The Sign In/Out sheet is considered

a legal document.

4. Be sure to LABEL ARTICLES OF CLOTHING or personal belongings (**especially**

**bottles or sippy cups, including the top**.) This is important in all classrooms.

1. Each child needs at least two changes of clothes at the Center which should be kept in his/her "cubby." Please check to see if your child has any soiled clothes to take home at the end of the day. Please remember to bring replacements and provide seasonal clothing as needed.
2. All rest mats are to be taken home on Fridays and laundered.
3. Older siblings not enrolled in the Center must remain with parents at all times and are not allowed in the infant rooms.
4. **Be sure to inform the Center of changes in your home or work telephone**

**number(s) or address.**

## *SICKNESS POLICY*

(Excerpt from Parent Handbook)

*Children shall be excluded from the Child Development Center for the following illnesses:*

* Illness that prevents the child from participating comfortably in program activities.
* Illness that results in a greater need for care than staff can provide without compromising the health and safety of the other children in the classroom.
* The child has any of the following conditions: fever (101.0 or higher, 100.4 for children under 6 months), lethargy, irritability, persistent crying, difficulty breathing, and/or other manifestations of possible severe illness.
* Diarrhea or stools that contain blood or mucus.
* E. Coli 0157:H7, until diarrhea resolves and two stool cultures are negative.
* Vomiting two or more times in the previous 24 hours unless the vomiting is determined to be from a noncommunicable disease and the child is not in danger of dehydration.
* Mouth sores associated with drooling, unless the child’s physician or local health department authority states that the child is noninfectious.
* Rash with fever or behavior change, until a physician has determined the illness not to be a communicable disease.
* Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye), until examined by a physician and approved for readmission, with treatment.
* Tuberculosis, until the child’s physician or local health department authority states that the child is noninfectious.
* Impetigo, until 24 hours after treatment has been initiated.
* Streptococcal pharyngitis, until 24 hours after treatment has been initiated, and until the child has had a normal febrile for 24 hours.
* Head lice (pediculosis), until after the completion of the first treatment.
* Scabies, (includes ringworm) until after treatment has been completed.
* Varicella (chicken pox), until the sixth day after onset of rash or sooner if all lesions have dried and crusted.
* Pertussis (Whooping Cough) children who are symptomatic or who have confirmed pertussis should be excluded from child care pending physician evaluation and until completion of 5 days of the recommended antimicrobial therapy.
* Mumps, until 5 days after onset of parotid gland swelling.
* Measles, until 4 days after onset of rash.
* Hepatitis, A virus infection, until 1 week after onset of illness or jaundice.

A child must be free of fever **without medication for** **24 hours** prior to returning to the Center. However, if the fever is a result of teething or ear infection, it will be up to the Director’s discretion as to when the child can return. Should a child become ill while attending our program, the child will be separated from the other children. Parents/guardians will be notified to pick up children as soon as signs of illness appear (please see list above). If the parents/guardians cannot be reached, an emergency person will be contacted. **Please refer to list above for time frames of return.**

Parents/guardians must keep current the name of the child’s doctor and the names of other adults to contact in the event the parent cannot be reached. In order that the Director may alert other parents, please report to any illnesses or exposures to communicable diseases that occurred outside the Center. The Director will inform parents if the child has been exposed at the Center.