



Collins Aerospace

2021-2022

Collins Aerospace Day Academy

Parent Handbook

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I. INTRODUCTION

Welcome

Welcome! We are pleased that you have chosen our center for your childcare needs. Our staff of warm, caring child care professionals maintain a positive and stimulating atmosphere where your child is loved and respected. We want you to feel secure knowing your child is cared for and guided by trustworthy dedicated early childhood educators.

The center has an “open door” policy. Parents are allowed unlimited access to your child and to the provider caring for your child during the center’s hours of operation.

The Collins Aerospace Day Academy is managed by Quality Beginnings Inc. and works closely with Collins Aerospace. Throughout the handbook Collins Aerospace Day Academy will be referred to as the Center.

Your child is very special and it is our goal to attend to all of their personal and developmental needs. You are an important part of our Collins Aerospace Day Academy family.

Mission

Our mission is to create and maintain a positive, safe and inclusive environment that engages children through active learning to enhance academic, emotional and social success.

Early Childhood Educators

All of our early childhood educators have extensive experience and a wealth of education and training regarding working with young children. They are dedicated to providing the best care and learning environment for each child.

Each child care professional receives ongoing training through staff meetings and at early childhood conferences and workshops held throughout the year. All of our employees are trained in Pediatric CPR, First Aid, Universal Precautions, Mandatory Child Abuse Reporter training and receive 12 hours of Health and Safety training conducted by the Department of Human Services.

II. Enrollment Guidelines

New Family Orientation

Prior to enrollment at our center, we recommend one or more visits to become familiar with our program and to become acquainted with our staff. We feel we can serve you and your children best by establishing good communication from the start. Please feel free to visit our center any time before or after your child is enrolled.

A tour will include spaces to be used by your child and also areas where parent information is posted. We will share our parent handbook and policies and give you an opportunity to ask questions. Families are able to spend time in their child's classroom with their child to help him or her to feel comfortable and get to know the staff members.

The Collins Aerospace Day Academy is licensed by the State of Iowa Department of Human Services. We comply with all the child care regulations set forth by the Department of Human Services. A copy of the Child Day Care Licensing Standards is available upon request. The Collins Aerospace Day Academy is managed by the Cedar Rapids Community School District.

Our center is designed, equipped and staffed with your child in mind. We feel we have an "extended family" atmosphere of caring and open communication. We know we will provide the best early childhood experiences for your child.

Waiting List

The center maintains a waiting list established by a priority system. First priority for enrollment is given to families who already have children enrolled in the center. Second priority is given to children whose parents are employed by Collins Aerospace as well as grandchildren, nieces & nephews of current Collins Aerospace employees. Third priority is open to the public.

Enrollment Fee

A \$25 non-refundable enrollment fee per family is required to guarantee a child's child care placement. The enrollment fee is accepted only after space for your child has been confirmed. This fee is not charged to drop-in families unless they enroll their child full-time into the program.

Upon confirmation of your enrollment status you are also required to pay the first weeks tuition for each child. This fee will be credited to your child's first week in the center. This fee is non-refundable if you decide not to enroll. Your child's space will only be reserved up to two weeks after your scheduled start date. At that time payment of tuition will be required or your name will be dropped to the bottom of the waiting list.

If you chose to leave the center for an extended period of time without reserving your placement, you must pay the enrollment fee upon your return.

Enrollment Policy

Enrollment for full time or drop in care is contingent upon having the following information on file and updated annually:

- Intake form
- Enrollment Form
- Emergency Consent
- Attendance Agreement
- Current Physical and Immunization Form

If any of this information changes, you must notify a member of the office staff immediately. In case of special parental custody or guardianship issues, a copy of the court order must be supplied to the director in order for the court order to be enforced.

On occasion we are able to take children on a drop-in basis. Families of drop-in children will need to fill out the enrollment paperwork listed above. Drop-in care should never exceed the hours permitted by the child care center and all the policies included in this handbook do apply. For a copy of our current drop-in rates, please stop by the front office.

Classroom Sizes/Ratios

Classroom	Ages of Children	Licensed Capacity	Ratio (Adult to Child)
Infants	6 weeks- 12 months	12	1:4
Trans	12 months – 2 years	12	1:4
Toddlers	2 years	12-18	1:6
Preschool	3 years	16-24	1:8
PreK	4 years (until entering kindergarten)	24	1:12
Extended Day	Kindergarten-5 grade	30	1:15

Illness & Vacation

If your child will be absent due to illness, on an otherwise scheduled day, full payment is expected. Full payment is expected for holidays, vacations, or any unexpected shut downs due to inclement weather. Any shut-downs due to inclement weather is determined by the center director and a Collins representative.

Scheduled Center Closures

The center will be closed the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, the Day after Thanksgiving, Christmas Eve and Christmas Day. We reserve the right to close the center during the Collins Aerospace Holiday Shutdown based on staffing and days that the holidays fall on.

The center will also be closed two days for staff-in-service days. One day will be in the late spring and the other day will be in the late summer or fall. You will be notified at least 90 days in advance of scheduled closures.

Withdrawal/Change of Schedule

If you decide to withdraw from the Collins Aerospace Day Academy, a 2-week written notice is required. If a notice is not given, you will be charged your normal rate for those two weeks. This enables the center to prepare your child and the classroom and to fill the resulting space vacancy.

Enrollment Termination Policy

All children are accepted into the center on a trial basis for a period of 90 days, with a provision for termination from the program with 2 weeks written notice. We do not believe a child should remain at the center unless he/she derives some benefit from the program. After the trial period, the center still reserves the right to dismiss a child from the center for the following reasons:

- Consistent disruptive behavior by a child causing excessive classroom management problems for the staff and/or any special developmental needs which the staff cannot adequately meet.
- Lack of cooperation from the parents to support the following guidelines
 - Habitually late pick-up of children or the continued use of the center beyond normal scheduled hours
 - Out of date health, immunization and emergency forms
 - Verbal, physical or psychological abuse of staff, parents, children or anyone connected with the Center by an adult associated with the child or child itself
 - Continued delinquency of payment

Parent/Center Agreement

Upon enrollment, each family must sign the parent/center agreement to establish that they have read and understood all of Collins Aerospace Day Academy's policies. We will ask you to sign this form on a yearly basis to ensure accuracy of information and communication.

Daily Sign In/Out

Parents are required to check their child in and out daily using one of the clock-in stations located in the front foyer. Parents are to personally escort their child to their classroom each morning and inform staff that their child has arrived. The staff member in the classroom will notate the time on a paper sign in sheet so we know who is in attendance that day in the classroom as well. If a staff member is not present, please escort your child to the adjoining classroom or to the front office before leaving. In the afternoon, parents must sign-out using the same system and notify the staff that they are leaving with their child.

Policy for Maintaining Confidentiality

Information concerning a child or viewing a child's file may only occur contingent upon written permission from the parent/legal guardian. The following exceptions do not require prior permission:

1. Center administrators when viewing records directly related to their job functions.
2. Authorized representatives of the Department of Human Services
3. Appropriate parties in a health or safety emergency
4. Center staff when needing access to the file for emergency information
5. Center staff when needing information concerning a child's development

III. Accounting Policies & Procedures

Account Payments & Collection of Tuition

All tuition payments should be made through payroll deduction. If you are not a Collins Aerospace employee your account will be set up on a cash pay basis.

Payment is expected on Monday before services are provided. If a payment is not received on Monday, as required, a \$5.00 late fee will be assessed to your account if not paid by Wednesday.

A \$25.00 charge will be added to your account for a returned check. After having a check returned due to insufficient funds, you may be required to remit all following payments with cash or money order.

All cash payments must be given to a director or office personnel and a receipt will be given to you. Collins Aerospace Day Academy will not accept any post-dated checks. If a pattern of late payments persists, the director will schedule a meeting to discuss the continuation of your services.

Payroll Deduction

If you have a payroll deduction change due to leave of absence, name change, maternity leave, termination of your position, or pay periods, you are required to notify the center office immediately. You will be responsible for any charges incurred during this transition period.

Discount

A family discount of \$10.00 per week is offered to families with more than one child in the Infant through PreK rooms and Summer Camp. The family discount is \$5.00 for children in the Extended Day Program.

Payment for Drop-In

All payments for child care must be made the same day as drop-in care is provided. If payment is not received, a \$5.00 late fee per week will be charged to your account until payment is made. This includes any additional fees for field trips that may be scheduled that day.

If you schedule a drop in reservation and your child does not attend, the center requires a 24-hour notice of cancellation or your account will be billed accordingly.

Holding Fee

On certain occasions a family may need to take their child out of the center but would like for us to hold a spot for their child.

A holding fee of \$25 per week can be paid to retain your child's placement for 4 weeks. This must be a 4 week increment. An additional 4 weeks will be allowed at ½ the regular tuition rate. A maximum of 8 weeks per calendar year is allowed. Weeks cannot be carried over into the next year (December into January).

A 2-week written notice is required in order to start the holding fee. If notice is not given, regular tuition rates will be charged during those 2 weeks. Every family has the option of not paying the holding fee. However, be aware that if you do not pay the holding fee, we cannot guarantee placement within the center when you wish to return.

Overtime Fee

The center is open from 6:30am to 5:30pm. Children are not allowed to be in attendance for more than 10 hours per day.

*An additional fee of \$5.00 per child per 15 minute increments will be charged to your account when exceeding 10 hours per day.

*For families with multiple children, a charge of \$5.00 per family if overtime is under 10 minutes. If the child is here longer than 10 minutes, families will be charged \$5.00 per child per 15 minute increments.

Families are expected to be out of the building by 5:30pm. If at any time you are here past our closing hour of 5:30pm, a \$10.00 fee is assessed per full or partial 15 minute period. After hours pickups will take place in the front office where the child will be located.

In calculating if a fee is due, the time on the Kiosk will be used in making the calculation.

Office staff will begin telephoning parents immediately for any child that is still at the center at 5:30pm. If office staff is unable to reach the parent on the first try of the phone numbers listed, that staff will move on to the next emergency contact. In a case where that person cannot pick up or cannot be located, the office staff will contact the Department of Human Services.

After hours pick-ups and over 10 hour days will be monitored closely and upon habitual abuse of this policy, the parents will be required to meet with the director and the child may be excluded from the program.

Tax Reporting Information

If you need a receipt showing payment of child care services, please contact a member of administration to request a statement.

The tax identification number for the Collins Aerospace Day Academy is:

85-2386859

IV Programs

Infant Program (6 weeks – 12 months)

The infant program is designed to provide the utmost in security, love and nurturing for the little ones in our care. Our emphasis is on the individual developmental needs of each infant.

As the primary caregivers in each room respond to the children's physical and emotional needs, a trusting, loving and secure relationship is formed. These caregivers are trained to provide a well-rounded learning atmosphere which encourages development in all areas. We strive for maximum communication with all parents and we will work with you to ensure good rapport for the exchange of information, ideas and goals.

At the center we use *The Creative Curriculum for Infants, Toddlers and Twos* to help plan activities that provide ample opportunities for exploration of a stimulating and safe environment. The curriculum also guides us in choosing materials that provide a variety of natural learning experiences for your infant through manipulation, sensory awareness, and decision-making. When the weather is appropriate, the teachers utilize the infant playground so that the children can explore outside as well as indoors. We emphasize language development with planned and spontaneous opportunities for communication between the teachers and the children, including introducing simple sign language.

When the children are ready for new activities and experiences, our teachers will communicate with you about what your child has accomplished and what we will be working on next.

We are committed to you as your child's most important person and we value your daily input. We welcome and encourage your visits to hold or nurse your baby anytime you wish. Our door is always open!

Things to bring on your first day of child care:

- At least 2 bottles – please make sure to put your child's name on the bottles and lids. (No glass bottles are allowed)
- Diapers
- Baby wipes
- 2 complete sets of extra clothes
- Breast milk or formula
- Diaper Cream if applicable
- Sleep sacks – we do not allow swaddlers

Once your child starts eating infant food, the center provides the following: rice and oatmeal cereal, stage 2 fruits and vegetables – apples, bananas, carrots, green beans, peaches, pears, peas and sweet potatoes.

Trans Program (12 months – 24 months)

After the babies reach the 1-year milestone they are ready to move into our transitional room. In the transitional room the children are at the walking stage and are ready to explore with many new challenges.

At the center we use *The Creative Curriculum for Infants, Toddlers and Twos* to help provide a well-rounded daily routine, which will include activities such as sensory, gross motor, art, music and language. Stories will also play a big part in their daily routine as well. Children will continue to use the sign language they learned in the Infant Program and will also learn new signs to help them communicate with their teachers, friends, and parents. The children will also have the opportunity to use the gym and playground to develop their large muscles.

Your child will be assigned to a primary caregiver in the classroom. The teachers participate in professional development workshops and classes to learn new ideas to enhance the daily activities and strive to meet all the children's needs.

Children are eased into a group schedule with the meal times and nap times at more predictable intervals. As the children seem ready, they will go from two naps to one per day. As they grow they will master many new skills such as; drinking from a regular cup, sleeping on a cot, eating meals at a small table, walking on the rope and a feeling of self-confidence.

On occasion during the stages of 13-24 months children do develop a tendency to bite. There are various reasons for biting such as teething, exploration, attention, imitation and independence. This is a very normal stage of development for the children at this age as they have a tendency to be very oral and are becoming familiar with verbal and social skills. Be assured that the staff will work with parents and the child when biting occurs so that we can prevent this as much as possible.

Things to bring on your first day of child care:

- 1 fitted crib sheet
- 1 blanket (if napping on a cot)
- 2 complete changes of clothing
- Diapers
- Wipes
- Diaper Cream if applicable

Toddler Program (24 months – 36 months)

Freedom to run, play and assert his/her newly acquired independence is a big part of the two-year-old's day. Within this well-supervised play, our staff will provide situations which develop self-control, cooperation, and communication through positive interactions with peers.

Through *The Creative Curriculum for Infants, Toddlers and Twos* interest centers your child will begin to learn about numbers, colors and shapes, work puzzles, play with blocks, string beads, play with play dough, sand and water and use paints, crayons and markers. We will introduce new concepts and language skills to each child as he/she is ready. We will also enjoy music through songs, fingerplays, marching and playing games.

Our consistent daily routine will help these young children become familiar with their surroundings. Our day consists of group time when we have a story, talk about the weather and other topics. Next we break into small groups for learning centers. We then stretch our muscles with a large motor activity either inside or outside, if the weather permits. Center time allows the children to freely explore a variety of activities. After this, we eat lunch and nap on cots. Our afternoons are filled with snack time, reading stories, singing songs, large motor play, and of course, time for free play.

When signs of readiness for toilet training are shown, we will provide patient guidance using appropriately sized facilities to help establish proper toileting habits.

We provide a relaxed, happy and loving atmosphere for our little ones. They feel well-cared for, safe and confident in the Toddler Room.

Things to bring on your first day of child care:

- 1 fitted crib sheet
- 1 blanket
- 2-3 complete changes of clothing
- Velcro Pull-Ups or Diapers
- Wipes

Please make sure to clearly label all items with your child's name. Additional items are needed for outside play in summer and winter. Please talk to your child's teacher for additional items.

Preschool Program (3 – 4 Years)

Our first year preschoolers are provided with many opportunities for self-expression and exploration of their environment. These children are eager to learn and our program is designed to give them numerous positive opportunities to discover their world.

The preschool program uses *The Creative Curriculum* as a guide to provide a variety of hands-on activities that will help them learn the wonders of nature and science and begin to understand numbers and quantities. Through learning centers and large group meetings the children will be allowed to show their creativity through music, art and role-playing. We will also provide developmentally appropriate activities centered around cognitive and language skills. Our preschoolers will be learning to master manipulative skills and be exposed to shapes, colors, letters and numbers by using sensory experiences.

The preschool children will become more adept at verbalizing their emotions and the emotions of others through books, songs, dramatic play and puppetry. We will be encouraging cooperative play while fostering independence and responsibility. The children will also develop self-care skills such as dressing, undressing, using a tissue, going to the restroom and cleaning up play areas.

Our three-year-olds will have many opportunities to exercise their growing bodies with indoor and outdoor large motor games and equipment. We have a well-rounded program designed to foster your child's growth as he/she enjoys learning.

Things to bring on your first day of child care:

- 1 fitted crib sheet
- 1 blanket
- 2-3 complete changes of clothing
- Velcro Pull-Ups or Diapers if child is not potty trained
- Wipes if child is not potty trained

Please make sure to clearly label all items with your child's name. Additional items are needed for outside play in summer and winter. Please talk to your child's teacher for additional items.

PreKindergarten Program (Ages 4-5 years)

Our PreK children are provided with many opportunities for self-expression and exploration of their environment since our program is based on *The Creative Curriculum*, which defines our interest areas, environment and interactions. The children are eager to learn and our program is designed to give them numerous positive opportunities to discover their world. Using a variety of hands-on activities these children will learn the wonders of nature and science and begin to understand numbers and quantities. They will be allowed to show their creativity through music, art and role-playing.

We will also provide developmentally appropriate activities centered on cognitive and language skills. Our PreK children will be continuing to master manipulative skills as well as expanding their knowledge of shapes, colors, letters and numbers.

The PreK children will become more adept at verbalizing their emotions and the emotions of others through books, songs, dramatic play and puppetry. We encourage cooperative play while fostering independence and responsibility.

An abundance of meaningful language and literacy experiences are provided for the children in a variety of ways. We use the *Read it Again PreK!* curriculum, which concentrates on increasing vocabulary, letter sounds and shapes and retelling stories. Some of the activities include listening to and reading stories and poems, taking field trips or listening to speakers, dictating stories and retelling events, seeing classroom charts and other print, participating in dramatic play and other communication experiences and experimenting with writing by drawing and copying.

The children are encouraged to seek solutions to concrete problems through interaction with people and real objects. Learning about math, science, social studies and health and hygiene are all integrated through meaningful activities such as those when children build with blocks, measure sand and water or cooking ingredients, observe changes in the environment, work with tools, sort objects, explore plants, animals, water and draw, paint and work with clay.

Our PreK children will have many opportunities to exercise their growing bodies with indoor and outdoor large motor games and equipment. We have a very well-rounded program designed to foster your child's growth as he/she enjoys learning.

Free choice time allows the children to initiate their own play experiences with a variety of fine motor activities as well as role-playing areas. This time also allows much individual interaction between children and staff.

Each child is viewed as a unique individual with his/her own pattern of growth and development. We design all our activities to develop the children's positive self-esteem and positive feelings toward learning.

Things to bring on your first day of child care:

- 1 fitted crib sheet
- 1 blanket
- 2 complete changes of clothes
- Velcro Pull-Ups or Diapers if child is not potty trained
- Wipes if child is not potty trained

Please make sure to clearly label all items with your child's name. Additional items are needed for outside play in summer and winter. Please talk to your child's teacher for additional items.

School Age Program

The center provides a special program for school-aged children. School district buses deliver children to and from several area grade schools. Please notify us by phone or in writing when your child is not riding the bus. Our child care professionals offer an exciting program with enjoyable activities in a safe and supervised environment.

The activities that are offered center around the special interests of these children, such as sports, arts and crafts, board games and hobbies.

Before and after school care will be provided as well as full day care when school is not in session which includes; scheduled in-service days, holiday and spring break, and as well as snow days, late starts, and early dismissal days due to weather.

Breakfast is served in the morning and a daily afternoon snack will be provided after school for all the children. On days when there is no school, lunch will also be provided to the school-aged children.

In order to provide a safe enjoyable for all the children, we are requesting that the children observe the same rules as during school and use courteous manners at all times.

Summer Camp Program

The summer camp program is for children that have completed alternative kindergarten through 5th grade. We have many fun and interesting activities planned for your child. We know summer is when they want to spend their time doing those things they like best.

Some activities that have been done in the past include; bowling, swimming, crafts, reading, trips to the nature center, museums, parks and the library. We want to know what your child likes to do because we want to make their summer special.

Consistent Daily Schedule

Your child's needs are met by providing a daily schedule, which includes established routines, yet is flexible enough to encourage spontaneity and to take advantage of any new learning experiences. Below is a sample schedule for the Toddlers – PreK classrooms. Each room, including Infants and Trans has a posted daily schedule.

Morning

- Children arrive and have free choice activities
- Use restroom and eat breakfast
- Large group gathering on the carpet for cognitive/social-emotional/language skills
- Learning centers with art project, stories, puzzles, blocks, manipulatives, games, science, sensory, dramatic play and individualized instruction
- Large group gathering on carpet for fingerplays, songs, creative dramatics or stories
- Use restroom and large motor experiences either inside or outside
- Prepare for lunch, use restroom and eat lunch

Afternoon

- Large group gathering on the carpet for finger plays, puppets, songs, games, stories
- Prepare for naps, use restroom and then rest on cots
- Wake up, use restroom and eat snack
- Clean up, use restroom and learning centers
- Large motor experiences outside on the playground or free choice activities in classrooms until pick-up

Outdoor Policy

The center's goal is to allow the children some outdoor time daily to learn, play and explore. All children need to have appropriate clothing here every day for outside play. This is especially important as the weather gets colder. Children need to have warm winter coats, hats and mittens here, even before it snows. Once it snows, children also need snow pants and boots here every day.

Staff utilize a chart called the Child Care Weather Watch to help make a decision on whether it is safe to go outside to play. The Child Care Weather Watch chart can be found on the Iowa Department of Public Health Website. The chart uses the air temperature and wind speed to determine if it is too cold to go outside and the air temperature and humidity to determine if it is too hot to go outside. The chart is color coded to let us know how long the children can go outside.

Children are required to wear close-toed shoes with a back strap on them to ensure that they are safe as the run, ride bikes and climb on the equipment. Flip flops are reserved only for swim time.

Creative Curriculum

The Creative Curriculum believes that children learn best when they are actively involved with developmentally appropriate materials and with others. The Creative Curriculum guides teachers on how to set up their classroom, choose appropriate materials, set up learning experiences and how to form meaningful relationships with both the children and their families. This unique approach helps the teaching staff to successfully plan and implement a content-rich, developmentally appropriate program that promotes children's progress in all developmental areas.

In conjunction with The Creative Curriculum we use the Iowa Early Learning Standards. This system is researched based and is specifically designed for children birth through kindergarten. It includes all the areas of development which include:

- Social/Emotional Development
- Physical Well-being and Motor Development
- Approaches to Learning
- Social Studies
- Creative Arts
- Communication, Language and Literacy
- Mathematics
- Science

The purpose of assessment in the early childhood classroom is to help the teachers observe and document children's development and learning over time as well as to support, guide and inform planning and instruction.

Rest Time Policy

The center does require that every child have a rest time each day. This rest time is very important for the physical and developmental needs of each child. The children are very active each day and begin their day very early and are normally ready to rest after lunch. Each classroom has a designated naptime, during which your child is required to rest. Please check with your child's teacher for specific nap times and routines.

Toys

Our center has more than an adequate amount of toys and learning materials. Please do not send toys from home as they may be lost or broken. On special sharing days, indicated by your child's teacher; children may bring in books, tapes or CD's. All books, tapes and CD's should be age appropriate and reviewed before sharing them with the class. Please ask your child's teacher if you should have any other questions about sharing materials.

Field Trips

On occasion we take children in our preschool, prekindergarten and school-age program out of the center on field trips using Cedar Rapids & Linn Mar school buses. When using these buses, the bus drivers are provided through the Cedar Rapids School District or Linn Mar School District Transportation Departments.

The school district buses are not equipped with seat belts. However, for the safety of our preschool and prekindergarten children they will use harnesses on the bus.

On occasion an activity fee may be charged for field trips and busing. We welcome parents to go along on the field trips, but they are required to complete the volunteer statement section on the enrollment form before they may assist with these trips. Chaperones should refer to the Supervision Policy located in the handbook. Your input in additional programming is always welcome and encouraged.

Videos/Computer Time

At the Collins Aerospace Day Academy we are limiting the amount of screen time your child will be exposed to. For children younger than two years of age, computers and videos will not be permitted. For children two years and older we will be limiting video viewing to 30 minutes per week. The videos will be educational in manner or have a physical activity incorporated with it. School-age children are limited to one video/movie per week. Computer time will be limited to 15 minutes per day. Teachers will use timers in the computer center to monitor the amount of time a child is on a computer.

Discipline Policy

The Collins Aerospace day Academy uses a positive and proactive approach to helping all children develop social and emotional skills. Praise and positive descriptive feedback are effective methods of behavior management of children. We are implementing a program-wide approach that assists our team with the following:

1. Ensuring that all teachers and staff use effective and culturally responsive teaching practices that promote social and emotional competence of all children.
2. Providing more individualized interventions to children who need additional instruction or behavior support.
3. Including family input to ensure that interventions are appropriate and relevant within their culture and values.

Our program-wide approach is guided by a leadership team that uses data for decision-making, provides training and support to teachers, and fosters partnerships with families.

In our program, we have established the following program-wide expectations for all children and adults:

We are Safe

We are Kind

We are Workers

Our staff members teach all children about these expectations and link classroom rules to these core values. The expectations can also be taught at home and link to the rules that you might have for your child at home and in the community. We find that when we are all on the same page with our expectations, children are more able to understand and meet these expectations.

Our staff members use only positive methods of child guidance. The techniques we use include:

- Establish rules/expectations
- Consistency
- Positive language
- Calm voice
- Clear choices/redirection
- Ignoring
- “Take a break”
- Natural consequences

Our staff members receive developmentally appropriate training in child guidance procedures, practical strategies to support the equity of response across all children and are monitored on their implementation of those practices.

If children have behavior challenges that are a concern, we will contact the family so that we can work together to develop and implement a plan for teaching the child social and emotional skills and reduce the behavior challenges. We also encourage families to ask us their questions about appropriate child guidance techniques and seek our assistance if they have concerns about the child’s social, emotional, or behavioral development.

If children engage in behavior that is harmful to themselves or others, staff will initiate a safety plan to meet the needs of the child and/or situation. If the behavior incident is dangerous or might be physically harmful, we will seek to conference with the family immediately with the goal of developing an effective approach to support the child. For some children, an evaluation, consultation with professionals outside the program, or additional services might be needed to ensure the child can be successfully supported in our program. We focus on inclusion and not expulsion.

Discipline does not mean punishment. Discipline is teaching a child how to be safe, how to behave on his/her own and how to know the difference between right and wrong. It takes a

team to help teach a child and we are thankful to be part of your team. At home you can do the following to help reinforce what is being done at the center by:

- Redirect negative behavior to an acceptable activity by gently encouraging the child to change activities
- Take breaks – whether it is having your child take a break or you
- Using the same language when talking about the classroom expectations at home
- Following the behavior plan at home if one is put in place for your child
- Following the expectations and rules at the center when in the building
- Asking questions or suggestions
- Ignoring the behavior if possible
- Help children understand consequences to behavior

Remember never to humiliate, frighten or abuse a child. Respect their feelings and let them know whatever they are feeling is okay – but it is the way they express it that we want to help them control. Let the children know your feelings. Tell them you are not upset at them, but with their actions. Communicate with the children and model positive behaviors for them to imitate.

V. Health & Safety

State Health Requirements

There are two medical forms which Iowa law requires on file for your child. The first form that is needed is a physical form that is completed at the child's annual well check-up. The form must be signed and dated by the child's doctor and updated annually.

The second form is the Iowa State Certificate of Immunization. This form must be updated each time your child receives immunizations and also needs to be signed by the child's physician.

Handwashing

All staff, students, volunteers and visitors (including parents) must wash their hands upon entering the preschool classroom.

Illness Reporting

Your child should not attend school if they are ill. Please keep them home if there is a fever (100 degrees or higher), vomiting or diarrhea, a skin rash, bad cold with a very runny nose or frequent cough or any contagious illness.

Please report any illness to the office staff so that we can post a notice of exposure for the other families. A notice will be posted when your child has been exposed to a communicable illness along with other important information regarding the illness. The center has an Infectious Notice Board, located in the front hallway to inform parents of the infections that are arising in the center. A notice will also be posted in your child's classroom as well.

Medication Policy

Only medication prescribed or ordered by a physician or dentist will be administered during the time the child is at our center. Written authorization and instruction will be provided by the parent or legal guardian. Collins Aerospace Day Academy may contact the prescribing doctor's office or pharmacy to confirm or clarify medication instructions as necessary. All medications shall be supplied to the day care in the original container, properly labeled and will be administered only by authorized personnel.

The parent/guardian must complete the Medication Permission Form before the child will be allowed to be given the medication at the center. The authorization form must be updated monthly or when the prescription expires, whichever occurs first. Over-the-counter medication may only be given upon a written physician order with instructions for administration including dosage and durations. Medication will be kept in an inaccessible area or refrigerated as required.

If as a parent you would like to administer medication yourself, please notify the staff or administration of what medication you are giving and the reason for giving it. This is for the safety of the children.

Exclusion Policies

Families will be notified when their child has a sign or symptom that requires exclusion from child care. In the event of physician approval that a child can return to daycare, the Director may still require the child to be excluded under child care policy. Examples of reasons a child may be excluded include:

Parents or guardians will be notified when their child has a sign or symptom that requires exclusion from child care. In the event of physician approval that child can return to child care, the child care director may still require the child to be excluded under child care policy. Examples of reasons a child may be excluded are described below.

1. The illness prevents the child from participating fully in classroom activities
2. The illness results in a greater care need than the child care staff can provide without compromising the health and safety of the other children.
3. The child has any of the following conditions:

Disease	Signs & Symptoms	Exclusion from Group Setting When...	Readmit to Group Setting When...
Chicken Pox	<ul style="list-style-type: none"> • Rash • Rash is quite itchy • Fever, runny nose, cough 	<ul style="list-style-type: none"> • Onset of rash and fever occurs 	<ul style="list-style-type: none"> • All vesicles have scabs or in immunized children who have a mild infection with no crusts, once no new red bumps have appeared for at least 24 hours
Diarrhea	<ul style="list-style-type: none"> • Frequent loose or watery stools • Abdominal cramps and tenderness • Fever • Generally not feeling well • Blood in stool 	<ul style="list-style-type: none"> • Stool is not contained in the diaper • Diarrhea is causing “accidents” for toilet trained children • Stool frequency exceeds 2 stools above normal • There is blood or mucus in the stool 	<ul style="list-style-type: none"> • Diapered children have their stool contained by the diaper • Toilet trained children are not having toileting accidents • Frequency of bowel movements is no more than 2 stools above normal.
Fever	<ul style="list-style-type: none"> • Temperature of 100 degrees or higher 	<ul style="list-style-type: none"> • Child’s temperature is 100 degrees or higher 	<ul style="list-style-type: none"> • Fever free for 24 hours without use of medication
Fifth Disease	<ul style="list-style-type: none"> • Fever • Headache • Tired, muscle aches • Red cheek rash appears 4 to 14 days after above symptoms 	<ul style="list-style-type: none"> • Child’s temperature is 100 degrees or higher 	<ul style="list-style-type: none"> • Fever free for 24 hours without use of medication
Hand-Foot-and-Mouth Disease	<ul style="list-style-type: none"> • Tiny blisters in the mouth and on the fingers, palms of hands, bottom and soles of feet • May see common cold signs or symptoms with fever (101 degrees), sore throat, runny nose and cough 	<ul style="list-style-type: none"> • A child has sores on hands or mouth and is drooling. This will be at the discretion of administration • Child meets other exclusion criteria 	<ul style="list-style-type: none"> • All exclusion criteria has been resolved.
Impetigo	<ul style="list-style-type: none"> • Small, red pimples or fluid-filled blisters with crusted yellow scabs found most often on the face but may be anywhere on the body 	<ul style="list-style-type: none"> • Symptoms appear, the child will be excluded at the end of the day and the child should see a health care provider 	<ul style="list-style-type: none"> • Child has received treatment for 24 hours • Lesions can be covered
Influenza	<ul style="list-style-type: none"> • Sudden onset of fever • Headache • Chills • Muscle aches and pains • Sore throat • Nasal Congestion • Cough • Decreased energy 	<ul style="list-style-type: none"> • Child has a fever 100 degrees or higher • Child meets other exclusion policies 	<ul style="list-style-type: none"> • Fever free for 24 hours without use of medication • All exclusion policies have been resolved

Disease	Signs & Symptoms	Exclusion from Group Setting When...	Readmit to Group Setting When...
Pink eye	<ul style="list-style-type: none"> Red or pink, itchy, painful eyes Infected eyes may be crusted shut in the morning Green or yellow discharge 	<ul style="list-style-type: none"> Symptoms appear 	<ul style="list-style-type: none"> Checked by a health care provider Child has completed one day's worth of drops
Pinworms	<ul style="list-style-type: none"> Most people do not have signs or symptoms Itching and irritation around the genital and anal areas 	<ul style="list-style-type: none"> Symptoms appear, the child will be excluded at the end of the day and child should see a health care provider 	<ul style="list-style-type: none"> Checked by a health care provider Child has received treatment for 24 hours
RSV	<ul style="list-style-type: none"> Cold-like signs or symptoms Irritability Poor feeding Lethargy Wheezing Difficulty Breathing 	<ul style="list-style-type: none"> Child exhibits rapid or labored breathing Child meets other exclusion criteria 	<ul style="list-style-type: none"> A health care provider has cleared the child for readmission All exclusion criteria have been resolved
Ringworm	<ul style="list-style-type: none"> Red, circular patches with raised edges and central clearing Redness and scaling of scalp with broken hairs or patches of hair loss 	<ul style="list-style-type: none"> Symptoms appear, the child will be excluded at the end of the day and the child should see a health care provider 	<ul style="list-style-type: none"> Checked by a health care provider Child has started treatment
Shigella	<ul style="list-style-type: none"> Loose, watery stools with blood or mucus Fever Headache Abdominal Pain 	<ul style="list-style-type: none"> The local health department determines it is necessary Stool is not contained in the diaper Diarrhea is causing "accidents" for toilet trained children Stool frequency exceeds 2 stools above normal There is blood or mucus in the stool 	<ul style="list-style-type: none"> Treatment is complete and when 1 to 2 stool cultures results are negative A health care provider has cleared the child for readmission Diapered children have their stool contained by the diaper Toilet trained children are not having toileting accidents Frequency of bowel movements is no more than 2 stools above normal.
Strep Throat	<ul style="list-style-type: none"> Sore throat Fever Stomachache Headache Rash 	<ul style="list-style-type: none"> The child has a fever 100 degrees or higher 	<ul style="list-style-type: none"> After 24 hours of antibiotics All exclusion criteria have been resolved
Vomiting	<ul style="list-style-type: none"> Child with vomiting from an infection often have diarrhea and sometimes fever Prolonged or severe vomiting can result in children becoming dehydrated 	<ul style="list-style-type: none"> Vomited 1-2 times in a day Vomiting and fever Vomit that appears green or bloody Recent history of head injury 	<ul style="list-style-type: none"> Vomiting has resolved for 24 hours All exclusion criteria have been resolved.

Reference: Aronson, Susan S., & Shope, Timothy R. *Managing Infectious Diseases in Child Care and Schools*. Washington, D.C.: American Academy of Pediatrics, 2017. Print.

COVID-19 Information

COVID-19 is caused by the virus SARS-CoV-2. People with COVID-19 can have a wide range of symptoms – from asymptomatic or mild to severe illness.

Symptoms can include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. If someone has any of the following symptoms, they should seek emergency medical care immediately: Trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, pale, gray or blue colored skin, lips or nail beds, depending on skin tone.

Modes of Transmission:

COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus. These droplets and particles can be breathed in by other people or land on their eyes, noses, or mouth. In some circumstances, they may contaminate surfaces they touch. People who are closer than 6 feet from the infected person are most likely to get infected. Incubation Period Symptoms may appear 2-14 days after exposure to the virus.

Quarantine:

Child care attendees and child care providers who test positive for COVID-19 and everyone in their household will be required to remain home until they are no longer infectious. COVID-19 positive persons can return to normal activities after:

- 10 days since symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving. (**loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.)

If a case of COVID-19 is identified in child care, exposed attendees and staff should consider staying home in accordance with public health best practices to monitor for symptoms.

Please note that any and all policies and procedures regarding COVID-19 are subject to change and will be communicated to you as warranted.

Under-Immunized Children

Occasionally an enrolled child may be under-immunized due to a medical condition or family religious beliefs. In these circumstances if there is an outbreak of a vaccine-preventable disease, any child who is under-immunized for this disease will be promptly excluded until the outbreak is over and a medical authority authorizes the child to return to the center.

Potty Training

During this stage parents are required to bring in Velcro pull-ups or regular diapers. These save time when changing the child because the child does not need to remove clothing and shoes if he/she has an accident. This also gives the child the independence of using the bathroom on his/her own.

If a child is in underwear while potty training and has two accidents in one day, we will then put on a pull-up. This saves the time of having multiple changes of clothing.

Cloth Diapers

Cloth diapers accepted at the Collins Aerospace Day Academy for children in Infants and Trans are:

- All in one diapers
- All in two diapers where the insert and cover are single use only
- Pocket/sleeve diapers

All other types of cloth diapers are not accepted at this time. Cloth wipes are also not accepted.

Parent Responsibility:

- The parents shall ensure there are at least 8 diapers available for use when their child is dropped off each morning. They should also provide a supply of disposable diapers as backup if the cloth diapers have all been used.
- Parents shall ensure the diapers are ready for use by adjusting them to the correct size and installing the insert(s) appropriately.
- Each day the parents will be expected to replenish the supply of clean diapers and take their soiled items home.
- Parents will provide a receptacle for soiled diaper storage based on the following criteria:
 - Washable, tightly covered receptacle
 - Firm fitting cover that does not require touching with contaminated hands or objects
 - Supply a waterproof bag to be placed inside the receptacle.

Center Responsibility:

- The outer covering and inner lining must be changed together at the same time as a unit and should not be reused in the child care facility until properly cleaned.
- No rinsing or dumping the contents of the cloth diapers may be performed at the center.

- Soiled cloth diapers must be completely wrapped in non-permeable material, stored in a location inaccessible to children, and given directly to the persons authorized to pick up the child.
- The containers of soiled cloth diapers must not be accessible to any child.
- Diapering, sanitation and handwashing procedures shall be posted and implemented in every diapering area.

Authorization for Emergency Medical or Dental Care

Parents are required to complete an authorization form that would give medical or dental personnel the authority to treat children in an emergency situation. Collins Aerospace Day Academy will notify parents or guardians in the event of any kind of emergency involving their child as soon as it is possible after emergency personnel are notified. If a parent or guardian is unable to be reached, we will try to notify the emergency contacts provided by parents. It is each parent's responsibility to keep this information current at all times. Parents will be asked to complete new authorization forms annually.

An incident report from the teacher will be written up and signed by all parties involved for any injury that occurs. It is vital for parents to keep emergency information up to date and is required to do on an annual basis.

Biting Policy

Even in the best child care center, periodic outbreaks of biting can occur among preschoolers. This is an unavoidable consequence of grouping young children together. When it happens, it can be very scary and very frustrating for children, parents, and teachers. Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons: teething, simple sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Preschool group situations are difficult. Children have to deal with others constantly around, sharing attention and toys, and too much or too little stimulation are all very difficult for children. Biting is not something to blame on children, their parents or their teachers. When biting breaks out, a high quality childcare program immediately takes action, not to blame the biters but to change the environment and help children change their behavior.

It is important that the caregivers remain calm and in control of their emotions when biting occurs. Staff should not show anger or frustration towards the child. The caregiver should calmly respond to the child, letting them know that biting is not okay. In addition, the following steps will be taken.

1. The teacher will remove the child from the situation and focus caring attention on the child who was bitten.
2. Encourage the biter to help take care of the child that was bitten. (Comfort the child, hold ice pack)

3. The teacher should talk to the child who bit (if able to communicate) and talk about different strategies that the child can use next time (give them appropriate words – if able) instead of biting. This should be done in a short simple way.

It is important to explore the reasons for biting when it occurs. Staff need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of some triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are some examples of how the teacher will begin this assessment.

1. The teacher will examine the context in which the biting is occurring and look for patterns. The teacher will use the Center Action Plan for documentation and ask the following questions:
 - Was the space too crowded
 - Were there too few toys
 - Was there too little to do or too much waiting
 - Was the child who bit getting the attention and care they deserved at other times, other than when they were biting?
2. The teacher will change the environment, routines or activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate manners, including using words, if they are capable of them.
4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent and administration will meet regularly to regulate an action plan and to measure the outcomes of these changes.
7. If biting continues, the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

First Aid in response to biting

1. Wear gloves, clean wound with soap and water. Run water over wound for five minutes.
2. Apply ice or cool compress to help reduce the pain or swelling.
3. Bandage the wound as necessary.
4. Write a detailed incident report for both children involved with the incident.

First Aid if bit breaks the skin

1. Wear gloves, clean wound with soap and water. Run water over the wound for 5 minutes.
2. Control the bleeding
3. Cover the wound with sterile dressing and bandage

4. Contact parents of both children involved and encourage them contact their healthcare provider to determine if they need to be seen.
5. Write a detailed incident report for both children involved with the incident.

When children bite, their parents are informed personally and privately the same day. All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on our standard incident form which is completed and signed by the teacher, parents, and an administrator. One copy is given to the parent and one copy is kept in the child's file locked in the main office. When biting occurs, here's what you can expect from us:

1. We will put the child's safety first and provide first aid as well as comfort, support and advice to any child who is bitten.
2. We will provide appropriate programming for children to help prevent biting.
3. We will make current information and resources on biting available to you.
4. We will provide teachers with adequate knowledge and training on how to handle biting properly and effectively.
5. We will take your concerns seriously and treat them with understanding and respect.
6. We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.
7. We will respond to your questions, concerns and suggestions.
8. We will work to schedule conferences about biting with you, at a time that is convenient for you to attend.
9. We will keep your child's identity confidential if he or she bites.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting so it will end as quickly as possible. We want the best for all the children in our program. If you want more information on biting or have questions or concerns, please let us know.

Child Abuse Reporting

Every employee of Collins Aerospace Day Academy is a mandatory reporter of suspected child abuse. As a mandatory reporter, staff is required to report any suspicions of child abuse to the Department of Human Services.

Supervision & Access Policy

One of our primary goals at the Collins Aerospace Day Academy is to provide a safe, loving, and educational environment for all children. Collins Aerospace Day Academy does not allow any person in the center that is not a staff member, substitute, or volunteer who has not had a record check or approval to be involved with children. This includes those person/s involved with children that have "unrestricted access" to whom that person is not the parent, legal guardian or custodial parent. "Unrestricted access" means that a person has contact with a child alone or is directly responsible for children in our program. In accordance to the

Department of Human Services (DHS) someone with “unrestricted access” would be required to complete the proper background checks, which would include fingerprinting of each individual.

When you as a parent, guardian or custodial parent, are present in our center you may only have direct involvement with your own child. This includes during field trips and special events provided by our center and visiting in the classroom, unless you have completed the proper fingerprinting and background checks as required per the Department of Human Services (DHS). DHS Childcare Licensing regulations and rules allow parents/guardians of the Collins Aerospace Day Academy to have unlimited access to their own child at all times while the child is enrolled at the Collins Aerospace Day Academy, unless contact is in violation of a court order. To the best of our knowledge and ability, Collins Aerospace Day Academy will limit the people allowed into the center or on our property while children are present. Authorized persons would include; administrators, teaching staff, students teachers and kitchen staff.

All visitors, including authorized drop off/pick up persons, shall be required to sign in at the front desk and will be closely supervised and monitored by one or more office or staff members, depending on the reason the person is on the property. This includes all people who have access to your secured pin code to sign children in/out. “Supervision” will require one or more staff members to remain with the person at all times and “monitoring” would entail watching what the person is doing and controlling their access to the area where children are present. All visitors including parent/guardians will be supervised and monitored at all times. Office personnel will be responsible for supervising and monitoring unless another staff member is requested by the office personnel to fulfill this responsibility. Visitors may be asked to remain in the front lobby when authorized personnel are not available to escort visitors to and from the designated area for pick up/drop off.

Any persons who are listed on the sex offender registry shall not be on the property of the child care center without written permission of the center director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center. This person will be allowed to enter the building by pushing the button on the outdoor intercom, which will allow them to be buzzed into the building. They must then stop by the front lobby desk and obtain assistance from authorized personnel to take their child to the classroom or locate their child within the center. This person will remain at the center only for the time reasonably necessary to drop off/pick up their own minor child and will be supervised and monitored at all times. This person cannot operate, manage, be employed by, or act as a contractor or volunteer at the Collins Aerospace Day Academy.

In addition, the center director does not have to grant permission for access. This will be determined on a case by case basis in cooperation with the DHS licensing consultant.

Authorizing Individuals to Pick Up Your Child

On the emergency consent and enrollment card, you will find a line asking for the names of individuals who will be authorized to pick up your child. You may authorize as many individuals as you wish in writing on the form. You must leave a written note in the morning if such a situation arises. We will not allow your child to leave with an unauthorized person and are sure you will understand that is completely for the protection and safety of your child. Please remember to keep this form updated and to correct the card if your phone number or address should change.

You must notify your child's classroom and stop in the front office and complete a "Release Form" for anyone to drop off or pick up your child, even if they are an authorized person on your enrollment form. Please let the authorized individual that will be picking up your child to bring a form of identification (photo id) so we confirm the right person is picking up your child.

Parking

Please park in the designated, short-term spaces in the parking lot when coming to the center. These spaces are located directly in front of our building. The parking lot does get busy during drop off and pick up times. Please keep in mind the following as you are dropping off and picking up your child:

- Slow down while driving into and exiting from the parking lot.
- Hold your child's hand at all times when walking to and from the center and also inside the building
- Do not leave your children in your car unattended
- Do not leave your engine running
- Be alert at all times to moving vehicles, especially buses. Buses do enter from the south and stop in front of the building
- Only park in the designated parking spaces.
- Do not drive around buses that are picking up or dropping off children

Fire & Natural Disaster

Our center has established special procedures to deal with such emergencies as fire and natural disaster. The center is inspected on a regular basis by the State Fire Inspector. Fire and tornado drills are held each month. During severe weather, a constant check is kept for emergency information.

In case of a "Site Area Emergency," from the Duane Arnold Center, a precautionary relocation of children to Temporary Relocation Centers will be ordered. During this situation, children and staff will be moved to Temporary Relocation Centers. Our relocation center is SE Junior High School in Iowa City. Coordination between schools, transportation supervisors, and local emergency services will be performed by the school district. Below is the procedure that we will follow in case of such an event.

Duane Arnold Energy Center Emergency Action Plan

In the event of an emergency at the Duane Arnold Energy Center requiring response action, Linn County Municipal Civil Defense will issue one of two recommendations via the indoor warning system and/or telephone. Warnings will also sound on civil defense sirens and Emergency Broadcast System announcements. There are four classifications of emergency. These classifications happen in steps as listed below. During a nuclear emergency, we would time to prepare. The Nuclear Plant cannot simply explode – but would slowly lead to an emergency.

- | | |
|------------------------|--|
| 1. Unusual Event | No relocation/evacuation |
| 2. Alert | No relocation/evacuation |
| 3. Site Area Emergency | May require relocation/evacuation of certain areas |
| 4. General Emergency | May require relocation/evacuation of certain areas |

The public will be kept informed by the Emergency Broadcast System. Listen to the instructions given and follow them.

- A. In the Event of a “Site Area Emergency”** a precautionary relocation of children to Temporary Relocation Centers will be ordered. This would be for all daycares and school buildings in affected areas. During this situation, children and staff will be moved to Temporary Relocation Centers. Our relocation center is,

**South East Junior High in Iowa City
2501 E. Bradford Drive
Iowa City, Iowa 52240**

Directions:

Go South onto I-380

At the I-80 Exit 239/I-380 I-80 Exit, go east onto I-80

At the I-80 Exit 240 Turn right onto 27th Avenue

Bear Left onto US-6 (2nd Street)

Turn Left onto S 1st Avenue

Turn Right onto Bradford Drive

Transportation for the Collins Aerospace Day Academy will be provided by the LIFTS Busing System. We ask that parents meet us at Southeast Junior High in Iowa City to pick you their child. It is important that we keep our groups together and make this evacuation as a whole.

- B. In the Event of a “General Emergency”** a protective actions will be taken for all children. We would most likely already be evacuated by the time a general emergency was issued. If not we would follow the same procedures as above.
- a. In-Place Sheltering** – taking cover indoors in an area that can be closed to outside air. This is the most likely response to a radioactive release. If there is a little or no warning time – and the situation is of sufficient seriousness – a recommendation of In-Place Sheltering will be given for the affected area. This requires that the building be closed to outside air and all personnel remain indoors. For an incident of this type, the most effective protective

response action is immediate, temporary sheltering. All persons outside should immediately return to the building until an “All Clear” is received from Civil Defense.

Parents, staff and children will not be allowed in or out of our building during an In-Place Sheltering order. We want to keep the building as free of contaminants as possible until the all clear is given. Children are at higher risks for illness due to exposure to radioactive particles. Remember that your child is in a safe place. It would be wise for you to remain inside your work building as well to protect yourself from exposure to radioactive particles. Public messages to parents will be broadcasted by local radio and/or TV.

- b. Evacuation** – orderly movement of people from an area of potential or actual danger to a safe area.

If the situation is judged to be of sufficient seriousness to require an evacuation, children and staff will be moved to a relocation center. Our evacuation procedures are listed above under “Site Area Emergency”. The Linn County Emergency Management Team will assist in any evacuations:

- We will take what we have as far as formula, diapers, and emergency items with us when we evacuate. Staff is trained and has disaster kits ready in their classrooms. Please refer to your phone book for a review of the above information

Meals & Snacks

Our nutritious meals are prepared by ARAMARK and are catered in daily. Children are encouraged to participate by setting the table, cleaning their own space and serving their own food. Please see the menus posted in your child’s classroom.

We serve breakfast, lunch and an afternoon snack daily. The times will vary between classrooms. Please ask your child’s teacher for specific meal times for their group.

Parents should not bring food into the center unless their child is on a special diet or has allergies. If your child is on a special diet due to a food restriction or an allergy, your child’s doctor will need to sign a Diet Modification Form as well as a Food Allergy Action Plan for any emergency medications that may need to be used. These forms are located in the front office and need to be updated with your child’s physical annually.

Center Allergy Policy

Our Center is an **Allergy Aware** center. Children can have varying allergies, ranging from eggs, milk, or peanuts/tree nuts.

With peanuts and tree nuts, we make every attempt to ensure our children's menu does not contain these ingredients. With other allergies, we are child specific with menu items.

As a center, our policy is that **NO PEANUTS OR TREE NUTS OF ANY SORT should be brought into the center for any reason.** This includes almonds, pecans, hazelnuts, walnuts, pistachios, cashews etc.

This means no peanuts or tree nuts in:

1. Food brought in by children/families to share (including birthday and holiday treats, treats for staff)
2. Food brought in by children as a substitute food item due to allergy or food restriction.
3. Food used for classroom projects
4. Items used for art or in sensory table.

In order to keep our children with allergies and food restrictions safe, **NO HOME-MADE ITEMS** may be brought into the classroom for children unless this is being brought individually as a substitute due to allergy or food restriction with food exemption form on file. All food items must be pre-packaged with an ingredient label attached.

- ❖ If the package or label has a **"may contain peanuts or tree nuts"** statement this item will **NOT** be allowed in the center.
- ❖ If the package or label states **"may be processed or manufactured in a facility that also processes peanuts or tree nuts"** this item **WILL** be allowed in the center but will not be given to a child with a peanut or tree nut allergy.

Prior to bringing in a food item to share, please check with your child's teacher for any specific food allergies in that classroom and check ingredient label before purchasing anything.

NO LATEX BALLOONS are allowed in the center for special occasions or for classroom activities or projects.

VI. Parent Involvement

Communication

Teachers will communicate with parents in several ways. The classroom will send home newsletters outlining the classroom events, themes, special dates and other important information. Teachers will also make phone calls or send emails if needed. Please feel free to contact your child's teacher by email or phone. Communication with parents is very important!

Annual Evaluation

Each year, families are asked to provide input on the program. We ask you about the policies and procedures of our program. We also ask if you feel our program meets the highest quality in children's programming. We ask if your teaching staff communicates with you frequently and uses information you share with them to guide your child's learning and development. Then the staff gathers the information and uses the information to determine goals for the program. These goals are then shared with the families.

Parent Complaint Procedure

The purpose of this procedure is to provide a means for parents to present a complaint regarding the Collins Aerospace Day Academy. There are steps to this process:

Complaint Procedure Steps:

1. Concern or complaint should be discussed with the staff person if possible.
2. If there is no teacher involved or if you feel that the concern has not been resolved satisfactorily, the concern should be presented to a member of administration.

All concerns and/or complaints shall be handled in a timely manner.

Parent Advisory Committee (PAC)

This committee is composed of parents from the Collins Aerospace Day Academy and a member of administration. The purpose of the Parent Advisory Committee is to bring parents and staff together to accomplish goals that will enhance our center for the benefit of the children's needs and to build on relations. If you are interested in being involved in PAC, please see a member of administration.