



# **East High School Early Childhood Education Training Lab Parent/Guardian Policy Manual and Guidebook**

**Welcome** to the East High School Early Childhood Education Training Lab. Thank you for entrusting us with the care of your child. You are essential to the success of our program.

Our intent for this Guidebook is to ensure our policies and procedures are explained and understood. This Guidebook will also serve as useful information concerning the administration of our Early Childhood Education Training Lab. East High School welcomes all eligible children on a non-discriminatory basis. No child will be excluded on the basis of race, gender, national origin, ancestry, disability, or religious affiliation.

## **PROGRAM OVERVIEW**

### **Goal:**

East High School Early Childhood Education courses fulfill the need to train and prepare high school students with adequate knowledge and skills regarding appropriate child care techniques and child development education. This is accomplished through our Early Childhood Education Training Lab. High School students at East High enroll in Early Childhood Education courses in which they take an active role in preparing for and serving the children enrolled in our training lab.

### **Mission Statement:**

To provide a safe, secure and stimulating environment for young children and to educate high school students in the growth, development, and proper care of young children.

To be a childcare resource to Salt Lake City School District employees and the community.

### **Purpose:**

- To provide an on-site training center for high school students enrolled in the Child Development / Early Childhood Education program at East High School. Student learning takes place in both academic and practical realms while working with infants, toddlers, and preschool aged children
- To provide nurturing, mentored, quality child care and appropriate learning experiences in a safe, secure, weapon free and violence free environment.
- To provide an atmosphere that encourages social, emotional, physical, and intellectual growth and development of infants, toddlers, and preschoolers.

- To provide daily experiences that are designed to promote mutual trust and respect between children, students, staff and care providers.
- To create a service for East High School and Salt Lake City School District employees by providing quality, on-site childcare during employment hours on a space-available basis.

## **Safety and Health:**

- Safety and Licensing: As a public school, we are a license-exempt facility. Although we are license-exempt, we strive to follow all licensing regulations to the best of our ability and as our existing physical space will allow. Our center is inspected for compliance with health, fire, and safety standards on a regular basis and as directed for public school facilities.
- Health: Each child's health is a matter of major importance to all of us. We have a "Stay Healthy" approach. Everyone will benefit when every parent shares in our commitment to keep children healthy by keeping sick children at home.

## **Days and Times of Operation:**

The hours of our Center are 7:00 am to 4:00 pm, Monday through Friday. No child is to be brought before 7:00 a.m., and every child must be picked up **before** 4:00 p.m. Our Center operates on the traditional school calendar of the Salt Lake City School District. Traditional is interpreted as late August through early June of the respective year. When regular high school classes are not in session, or when school is cancelled for weather conditions, childcare will not be available.

## **Staff:**

- Staff at our Center is comprised of a Child Care Director, Child Care Assistants, High School Student assistants, and Child Development/Early Childhood Education instructors.
- During each class period, approximately 5-10 high school students, who have completed at least one semester's training in Child Development, and who are enrolled in the Early Childhood Education I or II course, actively participate in the Training Lab.
- Our Center strives to maintain a ratio that allows for consistent monitoring of the care, safety, and secure learning environment of each child. High school students are taught and tutored by an Early Childhood Education teacher and Child Care Assistants.

## **Enrollment Criteria:**

Enrollment at our Center is limited, and oftentimes an enrollment waiting list is maintained. To accommodate enrollment, priority will be given to families qualifying through the following:

**Priority 1** - Parent or guardian is an employee at East High School.

**Priority 2** - Parent or guardian is an employee of the Salt Lake City School District.

**Priority 3** - Child is a relative of a school/district employee.

**Priority 4** - Children within the community surrounding East High School, as space permits.

Full-time childcare needs (more than 4 hours per day, five days a week) will have priority over part-time childcare. We do not accept drop-in childcare.

Waiting lists are updated annually to fill enrollment openings. After the April 1st application deadline, our Child Care Director and Early Childhood Education Instructors will review the applications and finalize enrollment. Acceptance to our program will be based on priority lists and balancing ages/ratios in our Center. Enrollment is balanced to provide a variety of ages for optimum learning experiences. Those families whose children are admitted for enrollment will receive an acceptance letter notifying them by April 15th. After a child has been enrolled at the center, enrollment will be maintained until the parent/guardian selects other childcare services or the child enters another education program. Once a family has been accepted for service, siblings will be given priority if the currently enrolled child continues to meet eligibility requirements.

**Enrollment:**

Our Center serves Salt Lake City School District employees’ children between the ages of six weeks and five years of age.

Enrollment documents include the following:

- Child Care Application for Enrollment
- Emergency & Medical Release Form
- Pick-up Authorization & Acknowledgement Form
- S-9: Student Medication Form, as needed (*see link on Enrollment Checklist*)
- Immunization Record (required by state of Utah) and/or Exemption Form (*see link on Enrollment Checklist*)

Enrollment forms must be completed annually and submitted by April 1, 2016 for fall enrollment. If you are accepted to our Center, you will receive confirmation of enrollment no later than April 15<sup>th</sup>, and you will have until April 30<sup>th</sup> to pay the non-refundable registration fee of \$200.00 (\$100.00 of the registration fee will go toward your first months’ tuition) for each child attending our Center. If an opening occurs mid-year, and you are accepted, all enrollment forms and registration fees must be received by our Child Care Director prior to the first day of attendance.

**Fees:**

**Fee Schedule  
2017-2018 School Year**

|  | <b>Full Time</b><br>(23 hours or more per week) | <b>Part Time</b><br>(22 hours and 3 days or less per week ) |
|--|---|---|
| Infants<br>(Six weeks to 23 months)  | \$600 / mo. / 9.5 mos.                          | \$355 / mo. / 9.5 mos.                                      |
| 2-3 year olds  | \$500 / mo. / 9.5 mos.                          | \$300 / mo. / 9.5 mos.                                      |
| 4 year olds (includes cost of preschool)                                     | \$450 / mo. / 9.5 mos.                          | \$270 / mo. / 9.5 mos.                                      |
| Preschool only<br>3 days per week (Monday, Wednesday & Friday about 9 hours) |   | \$105 / mo. / 9 mos.  |

- Services are provided through the collection of enrollment fees. Our Center is non-profit, and all collected fees go toward paying our operating expenses, which include: staff salaries, supplies, overhead expenses, snacks, and toys for various developmental learning activities. Our Center is intended to be self-sustaining. A self-sustaining program is one that receives limited external financial support from the school district. To maintain our self-sustaining program, the parent/guardian of the enrolled child must contractually agree to pay all enrollment fees consistently throughout the school year.
- The non-refundable \$200 registration fee must be paid by April 30<sup>th</sup> for fall enrollment. \$100.00 of the registration fee will go toward your first months' tuition. August tuition will be paid at one-half the monthly fee, minus the \$100.00 deposit from the registration fee, and will be due before the first day of care.
- All other monthly tuition fees are due by the fifth day of each month (September through May).
- Fees may be paid to the East High Treasurer in the main office. You may also choose to pay tuition online by following the directions given below:
  - Go to [www.myschoolfees.com](http://www.myschoolfees.com) and register as a new user
  - When you sign in you will be asked to identify the state of your school (UTAH), the school district (SALT LAKE CITY), and the school (EAST HIGH). Once you've provided this information, click on the PUBLIC PAYMENTS tab.
  - Once you've entered the public payments screen, select CHILD CARE on the category tab and then CHILD CARE TUITION on the items tab.
  - Enter the amount you plan to pay and click ADD TO CART. Once you've added the amount to your cart, you will click on CONTINUE TO CHECKOUT. You may then enter your payment information and click CHECKOUT.
  - You may print a receipt for your records.
- Should a parent or guardian leave district employment during the school year, their account will be pro-rated to reflect childcare services rendered to date of withdrawal from our Center.
- Payment is considered late after the 10<sup>th</sup> of each month and a \$20.00 per child late fee will be charged for each month delinquent.
- Unpaid accounts may result in termination of childcare service. Failure to pay monthly tuition fees after two months delinquency will result in withdrawal from our Center.
- No credit will be given for absences, with the exception of doctor-verified prolonged illness. There may be instances where a doctor has verified an illness which has caused the child to be absent for six consecutive days. Charges starting on the seventh day of absence will be one-half the daily rate (daily rate = monthly tuition divided by 20) until the child returns.
- Maternity Leave: In order to maintain enrollment status while on maternity leave, and the child is not receiving childcare services, one-half of the monthly fee is required. If the employee elects not to maintain their child's enrollment, an offer to enroll will be extended to the next qualified name on the Priority 1 list.
- Late pick-up charge: It is expected that all children will have left the building at the designated closing time for the center (4:00 pm). There will be an automatic late pick-up fee of \$1 for every minute late charged for children in the center after 4:00 p.m. This is to cover the overtime for assistants staying after their regular shift. PARENTS NEED TO HAVE COME AND GONE BY

4:00 P.M. The closing assistant should be able to leave right at 4:00 p.m.

- It is important that we stay within the State child/teacher ratio. Therefore a \$10 late fee will be charged for those children who are on ½ day schedule and not picked up within 5 minutes of their designated pick up time.
- Prior to enrollment each year, our fee schedule will be evaluated and may be altered, as needed, based on operating expenses.

## GENERAL INFORMATION

### Attendance

- Any day the child will not be attending the Center, the Center should be notified no later than 7:30 am.
- Children will never be left alone, either in a classroom, restroom or outside.

### Clothing

- Think of your child's comfort, and the messy art materials and other messy activities, and provide clothing that is washable. Provide simple clothing that encourages independence and self-help: snaps, elastic waist, large buttons, Velcro, etc. Many toileting accidents are prevented if children can unbutton or unbuckle without a struggle.
- Remember to bring sweaters, jackets, hats, coats, gloves, boots, etc. when appropriate. It is easier to remove unneeded items than to put on something we don't have. We feel the children should have the opportunity for some outdoor play in all but the worst weather.
- Label all your child's outer garments including hats, boots, gloves, etc.

### Extra Clothing

- Please send one or two (if recently potty trained) complete change of clothes (with long pants), including socks and underwear for emergency use. These clothes need to be labeled as well and will be stored at the Center.
- Children attending preschool must be toilet trained and accident free at least a week to continue attending preschool.
- Children toilet training must be in diapers until they have been accident free for two weeks. Pull ups are to be used at home not in our facility, they are unsanitary as they leak.

### Toys from Home

- Except for toys that are needed in the first few days of school to help ease your child's transition from home to school, we ask that you leave your child's toys at home. Personal playthings cause serious problems for everyone. The center cannot be responsible for lost or broken toys. We have a large variety of toys here at the center for the children to use.
- Occasionally we will have "Show and Tell" day, when they can bring something from home to share with others.
- **Absolutely no weapon type toys are allowed in the Center.** In keeping with the Salt Lake City School District Safe Schools Policy, these items are not allowed in our Center.

### Food & Nutrition

- Breakfast: If possible, breakfast should be eaten at home. However, if children bring a

breakfast, they must eat in the kitchen area before starting activities.

- **Snack:** We will serve a morning snack and an afternoon snack each day. Snacks are light and nutritious. We stay away from junk food. A schedule of the snacks provided will be posted at the Center, one week in advance
- **Lunch:** Parents are to provide a bag lunch with their child's name clearly marked. We will not be able to heat up a lunch for your child. Please make a lunch that is easy for your child to open and eat. We will supply milk for their lunches.
- **Special Diet:** Any special dietary needs of children, outside of our menu, will be the parent's responsibility.
- **Special Treats:** With advanced notice, children may bring special treats for their birthday or any other time during the year. Because of safety regulations regarding the serving of food, the treats must be purchased commercially, either pre-packaged or from a bakery.
- It is our rule that everyone involved in food preparation is required to have a food handler's permit.

### **Infants/Toddlers** (6 weeks to 23 months)

- To assist in identifying and separating children's possessions, each infant/toddler will be assigned a color. Each child arriving in the Center will have a crib or cot assigned to them labeled with the child's name or assigned color.
- Children will have opportunities for singing, physical activities/play and to be read to, as well as outdoor experiences (weather permitting) for at least 10 minutes each day, twice a day, based on their personal sleeping schedule.
- Daily records on diapering, feeding and sleeping, as well as activity notes, will be completed by caregivers and available to the parent each day.
- At least one person who has completed infant and toddler CPR training will be in the Center at all times.

### **Schedule**

Infants create their own schedule, as such we will incorporate these activities into our day; singing, movement, reading and sensory play. We will also have Tummy Time or playtime on the floor. As the High School students help they will teach the children movement and sensory games throughout the day.

We will include outdoor play or a walk in the morning hours, weather permitting.

Here is a sample of our day:

7:00 Welcome

8:00 to 3:30 Diapers, Eating, Sleeping and Activities as the child dictates\*

4:00 Say Goodbye

Toddlers, age 13 - 23 months will transition into a schedule similar to the 2-4 year olds as they are able.

**Supplies** Parents will be expected to supply the following, labeled with the assigned color and/or the child's name:

- All milk/formula and Prepared bottles (enough for the day) or formula to be mixed (dry or liquid) and baby food or specialized foods to be used by the child. Once children can drink cow's milk we will supply the milk.
- Weekly diaper supplies. We will supply wipes.
- Ointments, burp cloths, etc. and an attached pacifier if your child uses one.
- A complete change of clothes and blankets.

## **2, 3 And 4 Year Olds Personal Belongings**

- Each child will have a cubby or a drawer space to store personal belongings including diapers where necessary.
- Parents must provide weekly diaper supplies, as needed.
- Parents must provide child's rest time blanket, if desired, with the child's name. (Blanket must be appropriate size to fit into child/s cubby.)
- **BLANKETS WILL NEED TO BE TAKEN HOME EVERY WEEK TO BE WASHED**
- A water bottle for drinks throughout the day to keep children hydrated. The bottles will need to be taken home weekly for cleaning.

## Daily Activities

### SCHEDULE 2-4 Year Olds

|             |   |
|-------------|---|
| 7:00-8:30   | Welcome, breakfast and free play                    |
| 8:30-8:45   | Clean up  |
| 8:45-9:00   | Morning snack (provided by Child Care Center)       |
| 9:00-9:30   | Circle Time on Weekly Theme                         |
| 9:30-10:15  | Centers with art, math, language and science        |
| 10:15-11:20 | Free play or outside free play (weather permitting) |
| 11:20       | Clean up  |
| 11:30-11:45 | Lunch (brought from home)                           |
| 11:45-12:10 | Centers with art, math, language and science        |
| 12:15-2:30  | Rest and Nap Time                                   |
| 2:30-2:45   | Snack (provided by Child Care Center)               |
| 2:45-4:00   | Free Play or outside play and say goodbye           |

Routine tasks such as diapering, toileting, eating, dressing, teeth brushing and sleeping are incorporated into the program as a means of furthering children's learning self-help and social skills. We will send children to use the toilet every 30 to 40 minutes while training.

Preschool Children who are four years of age at the beginning of the school year, will have a separate schedule Monday, Wednesday and Friday during preschool.

## Rest Periods

All children will have the opportunity to rest each afternoon. We provide a resting mat and pillow with sheets and pillowcases that will be cleaned weekly. It is suggested that each child bring a blanket for their rest time. There are books and soft music for children not wishing to sleep. All children are required to remain quietly on their mats during this period. "Snuggles" from home are allowed if they are comforting to your child.

## Show And Tell

We love show and tell. Your child will have an opportunity to bring a "show-and-tell" item on a regular basis, as per our calendar. Please label the item brought for "show and tell." It will only be used at "show-and-tell" and stored until the end of the day for the child to take home.

## Birthdays

- We celebrate birthdays (or "half" birthdays for summer births)! However, we only allow packaged treats (State Health regulation).
- We will send reminders home before your child's celebration day. If this day doesn't work with your schedule, please feel free to call.
- Please check with our Center Coordinator to be informed regarding any allergies to food that

other children may have.

## Pick-Up Procedures

### Important Reminders for Parents or Guardians

- Upon arrival, all children must be escorted to the East High School Early Childhood Education Training Lab by a responsible adult (18 years or older) and escorted (hand in hand or closely supervised) in the same manner at departure.
- For safety purposes, children must never be left without direct transfer to his/her teacher. Parents must return to the center to pick up their child.
- Our policy requires that each parent sign their children in on the sign in/out sheet at the beginning of the day. At the end of the day please sign your child out on the sign in/out sheet.
- The preschool door on 900 South will be open for dropping off children from 7:00 - 8:00 each morning and from 3:00 - 4:00 in the afternoon for pick-up. All other times, that door will be locked, for security reasons. If you are coming to drop off or pick-up children at any other time you may need to call 801 583-1661 ext. 2221. If a student or someone is available, they will come open the door. Otherwise you will need to park and bring them in through the door in the parking lot or the front main entrance of the school and go to room B 217.
- East High employees may wish to park in the faculty parking lot and bring their children to room B 217.

### Pick Up Authorization

We will only release children to individuals who are designated on the enrollment form or by special written permission in advance from parent. All designated persons must display a photo identification card and be 18 years or older. (Photo identification will be necessary only until care givers recognize the designated persons). In case of emergency, verbal authorization from the parent/guardian may be used. However the parent/guardian must add that person to the designated pick-up list on the enrollment form. If certain persons are not to pick up children, a legal document stating information must be provided.

### Failure to Pick-Up Child Policy

It is expected that all children will have left the East High School Early Childhood Education Training Lab at the closing time of 4:00. If a child has not been picked up by the time agreed upon, the Child Care Assistant will begin trying to contact the parent/guardian. If the parent/guardian cannot be reached, the Assistant will try to reach one of the "Emergency" contacts for the child. We will continue to try to reach a parent/guardian or emergency contact person until someone has been reached.

- **Late Pick-up Fee:** It is expected that all children will be picked up and exited the Center by the designated closing time of 4:00 p.m. This does not mean arriving at the Center by 4:00 and then taking time to gather all their children's belongings and leaving 10-15 minutes later.
- There will be an automatic late pick-up fee of \$1 for every minute late charged for children in the center after 4:00 p.m. PARENTS NEED TO HAVE COME AND GONE BY 4:00 so the Assistants can leave on time. This policy will be enforced. Late fees are to be paid at the time of pick-up using [www.myschoolfees.com](http://www.myschoolfees.com)
- If the child has not been picked up one hour after the center closes, Department of Social Services will be contacted and the child transferred to their care. You will have to contact them to retrieve your child and explain your reason for not picking up your child from the Center.

## Health & Safety

- Each child's health and safety are of major importance to us. At least one person who has completed infant and toddler CPR training will be in the center at all times.
- The following items shall be inaccessible to children: toxic or hazardous chemicals such as cleaners, insecticides, lawn products, and flammable materials, etc.

All parents must provide the following before a child is admitted:

- Enrollment form and Information sheet on each child
- Emergency & Medication Release Form
- Pick-up Authorization & Acknowledgment Form
- Immunization record and/or Exemption Form for all children over one year of age
- S-9 Student Medical Form (as needed) <http://www.slcschools.org/policies/documents/S-9-Student-Medication-Form.pdf>

## Child Abuse

The licensee shall ensure that **no child** is subjected to physical, emotional, or sexual abuse while in **their care**. *Child Care Licensing Rule Interpretation Manual R430-100-14: CHILD HEALTH.*

According to Utah law, "When any person...has reason to believe that a child has been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or who observes a child being subjected to conditions or circumstances which would reasonably result in sexual abuse, physical abuse, or neglect, he shall immediately notify the nearest peace officer, law enforcement agency or office of the Division of Child and Family Services (DCFS). Since Utah law also states that committing domestic violence in the presence of a child is a form of child abuse, this must also be reported to law enforcement and/or the Division of Child and Family Services. (Utah Code Annotated 62A-4a-403)

- DCFS has a number where reports can be made 24/7 at 1-855-323-3237. Documentation indicators from the child including nonverbal cues, body language, and tone of voice will be provided and kept for reporting purposes.

## Sick Care Policy

The Center must be safe for all children attending. As defined by the State Health Department, a "sick" child is one who can jeopardize the health of other children in the Center. The Center will not accept sick children. If a child becomes ill while at the Center, he/she will be isolated from the other children and the parents will be contacted. Arrangements should be made to pick up the child as soon as possible.

The incidents of illness can be reduced if we will work together. Please keep your child at home if he/she has:

- Fever – 101 orally or 100 (armpit). Child may return to center 24 hours after fever has gone.
- Been taking antibiotics for less than 48 hours.
- Contagious cold and runny nose (heavy, green nasal discharge)
- Cough – wet. Wheezy cough with mucous secretion.
- Vomiting – recurring with fever
- Eye infection – yellow/green drainage or pink eye – child must be on medication for 24 hours and have very little drainage before returning to school.

- Ear infection – child must be on medication for 24 hours, with no symptoms before returning to school
- Had diarrhea in the last 24 hours.
- Communicable disease such as chicken pox, measles, scabies, impetigo, conjunctivitis (pink eye), lice, etc. -child may return when infectious symptoms have subsided and child is feeling better. In some instances, a physician's release may be required.
- Any time a child is requiring one-on-one attention due to their illness)

Your child may return to the Center when:

- His/her cold symptoms are under control.
- He/she has been symptom free **WITHOUT MEDICATION** for 36 hours.
- He/she has been exposed to a communicable disease, the Center has been notified of the incubation period, and return dates have been discussed.
- **The child should be symptom free without medication for 36 hours before returning to the Center.**

In some cases, we may require a doctor's note stating that the child is cleared to return to the Center. Ultimately, it will be the judgment of the Centers' staff to determine whether your child is well enough to attend and participate in activities at the Center. The East High Early Childhood Training Lab has an obligation to all the children and staff in the Center for their wellness and safety. Please respect the staff's decision to keep everyone in the Center healthy.

## Medication

The Child Care Center cannot administer medication to your child without a medical release form. We ask that a parent administer medication whenever possible. Children may not administer medication to themselves. No medications may be placed in your child's backpack for safety reasons. If the child care Assistant is to administer the child's medication, a medical release form will be required. The medication must in its original container, clearly marked with the child's name, and stored in a sealed zip lock bag. Medication must be given to the child care Assistant for safekeeping and refrigeration, if necessary.

## Immunizations

**Purpose-** Simply put, vaccines save lives. You have the power to protect your baby from dangerous illnesses like measles, tetanus and hepatitis. Being a parent is a big responsibility, and the best thing you can do for your child's health is to learn the facts so that you can make the best choices. The recent trend of delaying or skipping vaccines has put children across the country at risk for diseases like Hib, whooping cough and measles. The purpose of this policy is to manage and maintain up-to-date immunization records in our Early Childhood Training Center, to work alongside parents giving them the tools they may need to keep their child fully immunized.

**Policies-** Our policy is to receive children's immunization records before attending, and receive an update whenever new immunizations are received in order that we can maintain 100% up-to-date immunization records.

**Procedures-** Before a child can enter the Early Childhood Training Center, a parent/legal guardian must provide our facility with a medically verified, date- and dose- specific immunization record for all required immunizations he/she has received. If you choose **NOT** to immunize your child or follow the immunization schedule set by the CDC (Centers for Disease Control and Prevention) then you may visit the county health department to receive further information on how to opt out of the immunization program. An exemption form must be kept on file for each child who has not received the recommended immunizations.

## Accidents

**We will do the following if a child is injured and requires attention from a health care provider or emergency response team:**

1. Call 911
2. Notify the office immediately (send student to inform office and wait for emergency response team)
3. Evacuate the immediate area to ensure that children are not unnecessarily exposed to trauma.
4. Do not disturb any potential evidence.
5. Notify the family of the injured child, student or staff member.
6. Complete injury report

## Discipline & Rules

The center’s philosophy of guidance and discipline is a “teaching” philosophy. Our goal is to help children learn to do right rather than to waste energy in stopping them from doing wrong. Children need guidance in developing skills as they learn to make wise decisions. They need limits, directions, and rules to abide by. Therefore, their discipline must be geared to the development of self-respect, healthy interpersonal relationships, and skills in problem solving. We call this a discipline of trust, respect, and dignity that we are building with children. Our discipline program will be based on the following rules.

- No child will be allowed to hurt another child or adult
- No child will be allowed to hurt him/herself or place him/herself in unsafe circumstances
- No child will be allowed to destroy property
- All children must help with clean-up at the center.

Discipline will be constructive in nature, including methods of diversion, separation of a child from situations, and praise of appropriate behavior. We use a time-out (thinking time) area for children when necessary. It is supervised and never for more than five minutes. Children may be removed from the group or given a book or coloring item until they have gained control of themselves, at that time they may rejoin the group.

| BEHAVIORAL EXPECTATIONS   | DISCIPLINE METHODS USED   |
|---|---|
| <b>Infants: Age Birth through 11 Months</b>   |   |
| <b>Toddlers: Ages 12 Months to 24 Months and Two-year olds</b>  |   |
| <p><b><u>Toddlers</u></b></p> <ul style="list-style-type: none"> <li>○ They put everything in their mouth because they explore through taste</li> <li>○ They feel and touch everything because they learn and explore using their five senses</li> <li>○ They may cry, hit, or bite to get their way, express emotions or to communicate with others (they do not yet have the verbal skills to communicate their frustrations by talking).</li> <li>○ They may show signs of anxiety during change, and when their parents leave. This is demonstrated by withdrawing, crying, clinging, and wanting to be held</li> <li>○ They enjoy exploring objects with others because they want to establish relationships</li> </ul> <p><b><u>Two-year-olds:</u></b></p> <ul style="list-style-type: none"> <li>○ They are discovering and learning to assert their independence, so they often say, “No!”</li> </ul> | <p><b><u>Toddlers and Two-year olds</u></b></p> <ul style="list-style-type: none"> <li>○ For toddlers and twos, redirection is more effective than time out. Redirection means calmly redirecting children’s attention or moving children away from a problem area or activity to a new area or activity</li> <li>○ If behavior problems persist, providers may want to evaluate the environment to see if children are being over stimulated or if there’s not enough space for children. Providers should also check to see if more toys of the same kind are needed, because toddlers and twos are not old enough to understand sharing and taking turns with toys.</li> <li>○ Praise and positive reinforcement can also work very well with this age group</li> <li>○ Another good way to help toddlers and two year olds learn how to play appropriately with others is for adults to model appropriate behavior</li> </ul> |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>○ They frequently use the word “Mine” and are not yet able to share well. They want to play with others, but do not yet know how.</li> <li>○ They exhibit mood swings and are not yet able to manage their emotions</li> <li>○ They enjoy peer and joint exploration</li> <li>○ They have a desire to please adults.</li> <li>○ They are learning to take turns and share.</li> <li>○ They may have outbursts of emotions.</li> <li>○ They are independent, and do well when given choices.</li> <li>○ They often tell others, to prove that they know the rule and because they want others to know that they know the rules.</li> <li>○ They are learning social skills, like sharing and taking turns. They like to play in small groups, but may need some guidance doing this as they learn social skills.</li> <li>○ They have difficulty waiting very long, regardless of the promised outcome.</li> <li>○ They exhibit negative and positive behavior in order to get attention.</li> </ul> | <p><b><u>Preschoolers</u></b></p> <ul style="list-style-type: none"> <li>○ Preschoolers benefit from having a few simple classroom rules. For example:</li> <li>○ Walk inside</li> <li>○ Take care of toys.</li> <li>○ Use words when there is a problem</li> <li>○ When a behavior problem arises, adults can use this as a teaching opportunity and calmly remind children of the classroom rules.</li> <li>○ Positive reinforcement and redirection also works well with this age group. For example, if a preschooler is throwing blocks, even after being reminded of the rule, he or she can be required to leave the block area and choose a different activity for now.</li> </ul> |
|--|--|

## Communication

To provide the best care for your child, the East High Childcare Center encourages the cooperation and open communication between parents and staff. If anything of great concern comes up that you would like to discuss, please bring it to the attention of the director, assistant director, or assistant/teacher. Conferences will be arranged anytime that a parent or assistant/teacher feels there is a need.

## Parent Involvement

Parents are welcome anytime in the center. When children are adjusted to their new surroundings, lunch “dates” and/or drop-by visits are welcome. Until this adjustment is made, using the observation room or a call to the child care teacher or is the best way of checking on your child. Please call: 801-583-1661 ext. 2221

Parental involvement is welcome and encouraged. If interested, contact the Childcare Director or teacher for specific ways to become involved. Involvement may include educational programs, field trips, observation visits, recognition days, etc.

## Grievance

- All grievance/complaints shall be presented verbally or in writing by the parent, students, or staff members to the Assistant Director or Director.
- The Director will verbally or in writing, respond to the unresolved grievance/complaint.

## Dismissal

Under certain circumstances it may become necessary for the Childcare Director and/or Assistant Director to immediately discharge a child from the center. East High Childcare Center reserves the right to refuse childcare for:

- Nonpayment of childcare services and/or fees.
- Abusive or combative behavior from a child that is endangering him/herself or the children around him/her.
- A child who kicks, hits or bites a teacher, high school student, or another child repeatedly.
- Behavior from parents or children that impede running of the classroom or center on a day to day basis

## Emergency Preparedness

### Accidents

First aid supplies will be available at all times. First aid will be administered as needed. Parent will be notified of all actions through completed incident reports. Incident reports are to be read, signed, and a copy is to be left at the center. At the time of enrollment, the parent signs a consent form giving permission for any staff member to administer appropriate and reasonable medical treatment as deemed necessary for minor injuries that occur during Center hours. If further medical help is obtained, the Center director, teacher and/or assistants will be in charge of making all decisions concerning the care of your child. You will be expected to assume responsibility for any resulting expenses incurred.

### Fire/Evacuation

- Fire drills will be held regularly for the safety of the children. All children and adults are required to participate regardless of weather or other conditions.
- Care givers will move children quickly and quietly. Maps are posted near the entrance to each classroom.
- In the event of a Fire Drill/Alarm the Coordinator or site supervisor will have the attendance sheet and verify that all persons have vacated the building.
- Staff and children may return when the "all clear" signal is given.

- **We will do the following if there is a fire/emergency drill at the facility:**

- **During school hours 7:45 A.M. – 2:30 P.M.**

1. Leave the building immediately in orderly fashion, with each child being accompanied with a high school student or teacher, using designated exits.
2. Close the doors to the fire area after people are out.
3. Evacuate to safe area on 900 South.
4. Make a circle of high school students and teachers with children on the inside
5. Account for all students while singing and playing games to keep children calm.
6. In case of an evacuation, the Director will be the last to evacuate taking emergency roll book with him/her.
7. Remain in the designated area until notified of an "all clear".

- **Before or after school, without classroom students**

1. Leave the building immediately in orderly fashion, with each child being placed in an evacuation crib, stroller or holding another's hand.
2. Close the doors to the fire area after people are out.
3. Evacuate to safe area, in front of school by 1300 East or Seminary building, if necessary.
4. Account for all students while singing and playing games to keep children calm.
5. In case of an evacuation, the Director will be the last to evacuate taking emergency roll book with him/her.
6. Remain in the designated area until notified of an "all clear".

- **We will do the following if there is an earthquake:**
  1. Drop
  2. Take Cover
  3. Hold on
  4. Evacuate
    - a. Leave the building immediately using designated exits. Take your roll book with you.
    - b. Go to seminary building.
    - c. Account for all students and stay with them.
    - d. Remain in the designated area until notified of an “all clear”.
  
- **We will do the following if there is a man-caused emergency (such as a terrorist threat, armed intruder, hostage situation, or possible bomb):**
  1. Doors will be checked to make sure they are locked.
  2. Stay Calm: Your attitude will be mirrored by others.
  3. Get everyone on the floor
  4. Infants and Toddlers will stay within the nap area until the all clear sign is given.
  5. Two's, three's, and four's will shelter in place
  6. Notify the office if the emergency is in your room
  7. Prepare to defend yourselves
  
- **In the event it is necessary to evacuate the premises, we will take the children to the following location:**

In the event that it becomes necessary to evacuate our building, staff and children will all go to the Seminary Building located across the street from school on 800 South. A notice will be posted on the 900 South entrance of the child care training lab giving parents information on the type of drill that is taking place and the location to pick up their children. We will take the emergency roll-book with ALL children's emergency contact information and roll will be taken on-site. A 24 hour kit will be taken with all emergency supplies, including food, water, and first aid kit. One staff member will carry a cell phone so parents can be notified as soon as possible. Accommodations will be met on an individual basis during all evacuations procedures. All staff will remain with children until children have been picked up by designated adult.



## ENROLLMENT CHECKLIST

Follow these steps to enroll in the East High Early Childhood Education Training Lab:

**Step 1:** Read this East High School Early Childhood Education Training Lab Guidebook

**Step 2:** Complete the following documents and submit by April 1, 2016:

- Child Care Application for Enrollment Form
- Emergency & Medication Release Form
- Pick-Up Authorization & Acknowledgment Form
- S-9 Student Medical Form (as needed)

<http://www.slcschools.org/policies/documents/S-9-Student-Medication-Form.pdf>

Once you submit these documents, our Child Care Director and Early Childhood Education Instructors will review your application. Acceptance to our program will be based on priority lists and balancing ages/ratios in our Center. You will receive an acceptance letter if your child is admitted to our program.

**Step 3:** Once you receive your acceptance letter, call to schedule your 1<sup>st</sup> year Center Orientation. Gather the following documents to bring to your Center Orientation:

- Child's Immunization Record and/or Exemption Form (must be up-to-date)  
<http://www.immunize-utah.org/information%20for%20the%20public/immunization%20recommendations/exemptions.html>
- Annual Enrollment Receipt for \$200.00 / per child (\$100 toward 1st month tuition) paid to the East High Treasurer in the main office or paid online (see *instructions for online payment under Fees section*)

Payment is due by April 30

East High School Child Care  
840 S 1300 E Salt Lake City, UT 84108  
[Little.Leopards@slcschools.org](mailto:Little.Leopards@slcschools.org)  
Child Care phone: 801 583-1661 ext. 2221  
East High Fax: 801 584-2927

## CHILD CARE APPLICATION FOR ENROLLMENT

I, \_\_\_\_\_ (parent/guardian), wish to enroll my child in the Early Childhood Education Training Lab for the following schedule:

Days of the week: \_\_\_\_\_ Hours: \_\_\_\_\_

|  |                            |                              |                |
|--|----------------------------|------------------------------|----------------|
| Name of Child:   | Male <input type="radio"/> | Female <input type="radio"/> | Date of Birth: |
| Home Address:  |                            | Telephone:                   |                |
| Mother's Name:   |                            | Phone:                       |                |
| Email:   |                            |                              |                |
| Home Address:  |                            |                              |                |
| Employer (school):   |                            | Phone:                       |                |
| Father's Name:   |                            | Phone:                       |                |
| Email:   |                            |                              |                |
| Home Address:  |                            |                              |                |
| Employer (school):   |                            | Phone:                       |                |
| Siblings Names:  |                            | Ages:                        |                |
| Does your child have any allergies (food or otherwise) that we should be aware of? YES <input type="radio"/> NO <input type="radio"/>  |                            |                              |                |
| Please list allergies:   |                            |                              |                |
| Is there a physical or emotional problem which might interfere with your child's adjustment to this program? If so, please describe on the reverse side.   |                            |                              |                |
| Is your child up to date on all of his/her immunizations? YES <input type="radio"/> NO <input type="radio"/>   |                            |                              |                |
| Parents desiring to exempt their child from any immunizations must obtain and complete an exemption form from the State Health Department. Immunization records and/or exemption forms must be kept on file in our Center. |                            |                              |                |

## EMERGENCY & MEDICAL RELEASE FORM

In case of accident or illness, provide the names of three individuals who can be called if we cannot reach Parent or guardian, one must be an out of area/state contact:

| Name                             | Relationship | Phone | Address |
|----------------------------------|--------------|-------|---------|
|                                  |              |       |         |
|                                  |              |       |         |
| <b>Out of Area/State Contact</b> |              |       |         |
|                                  |              |       |         |

I also give my permission that immediate first aid treatment may be given if deemed necessary, and that the family doctor may be contacted for help.

| Doctor's Name | Phone | Address |
|---------------|-------|---------|
|               |       |         |

I  authorize  do not authorize the center staff to administer first aid treatment to my child.

I  authorize  do not authorize the center staff to take my child to \_\_\_\_\_

Hospital and authorize treatment by the doctor on call.

I release East High, its administrators, teachers, and students working with my child, from any liability due to any accident that could occur or from any illness caused by an allergic reaction or communicable disease.

Child's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PICK-UP AUTHORIZATIONS

I hereby authorize the following to pick up my child from the center. If these instructions should change, I will let you know in advance and in writing.

| Child's name: |              |       |         |
|---------------|--------------|-------|---------|
| Name          | Relationship | Phone | Address |
|               |              |       |         |
|               |              |       |         |
|               |              |       |         |

Please note any special instructions and the names of persons not authorized to remove your child from the center.

I DO NOT authorize the following individual(s) to pick up my child.

Name \_\_\_\_\_

Name \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date \_\_\_\_\_

## ACKNOWLEDGEMENT

I acknowledge that I have read and agree to all information and conditions contained in this EAST HIGH SCHOOL EARLY CHILDHOOD EDUCATION TRAINING LAB Parent/Guardian Policy Manual and Guidebook

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date