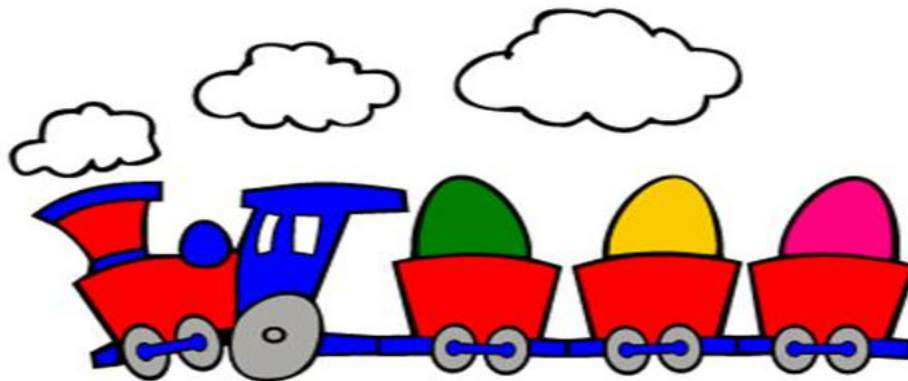


**ALL ABOARD LEARNING CENTER  
& DAYCARE**

**PARENT  
HANDBOOK**



**ALL ABOARD LEARNING CENTER & DAYCARE LLC**

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## **Welcome to All Aboard Learning Center & Daycare LLC.**

We are delighted you have chosen All Aboard to be a part of your family's life. We are committed to you and your child. We will work hard to create a loving and enriching environment that is essential for the growth and development of your child.

This Parent Handbook contains important information about our policies, programming, and day-to-day operations. Our policies have been developed to ensure the safety and health of the children and staff at All Aboard.

### **PURPOSE AND GOALS:**

Our goal at All Aboard is to provide quality childcare and educational experiences in an environment that nurtures each child as an individual.

We will accommodate each child to the best of our abilities.

Our mission is to provide quality childcare in a loving and safe environment and to ensure consistency of care at All Aboard by recognizing teachers for their dedication and commitment to children.

### **TUITION AND FEES POLICY:**

All Aboard operates on a budget. We depend on receiving tuition payments on time to operate smoothly, pay salaries, and purchase necessary equipment. We have established a policy concerning payment of tuition and fees.

No credit is given for scheduled dates of daycare closings due to weather, vacations, sick days, or days your child does not attend for any reason. Payment is required for all daycare closings and holidays. Your tuition and fees pay for available space for unlimited use of daycare during hours of operation.

Spots can be held for children leaving All Aboard for a month or more (ex: Summer). The cost to hold the spot is \$75.00 per child per month (including partial months).

If your child is part-time with regular scheduled days of the week to attend, payment is expected for those days. If your child needs to come on nonscheduled days, you must let the director know in advance to assure appropriate staffing and the nonscheduled day will be considered an extra day with payment required the day of service.

If your child does not have regular scheduled days due to parents schedule please speak with the All Aboard Director.

#### **Tuition:**

Please contact All Aboard Learning Center & Daycare at 319-644-2100 or [allaboarddaycare@gmail.com](mailto:allaboarddaycare@gmail.com) for more information on tuition and registration fees.

Prior to your child's first day you will receive a contract for services that will specify tuition for your child.

Two or more children enrolled (Full-time only) will receive a 5% discount on total tuition excluding Before and After School care.

Tuition is due every Friday, for the following week if paid weekly and the 1<sup>st</sup> of every month, for the upcoming weeks of the month. If tuition is not paid within **five days** of due date, parents will receive a written notice indicating that a \$5.00 **per day** delinquency fee will be assessed beginning on the **6<sup>th</sup> past due date**. If tuition and delinquency fees are not paid within ten days of due date, you will be asked to withdraw your child from the daycare. If there are circumstances affecting your ability to pay tuition, please speak to the All Aboard Director. We will make every effort to accommodate special circumstances.

### **Returned Check Fee**

A fee of \$30.00 for each returned check due to insufficient funds will be charged.

### **Late Pick-up Fees**

All Aboard closes at 6:00 p.m. We request you make every effort to pick up your child on time. When you are late we face staffing and licensing issues. Late fees will begin to accrue at 6:00 p.m. but parents will not be charged until 6:05 p.m. The fee is **\$1.00 per minute**. For example if you arrive at 6:03 p.m. you will not be charged but if you arrive at 6:05 p.m. you will be charged a **\$5.00 late fee** per child. Late pickup fees are due the following day. If they are not received in 5 days of the day you were late a **\$5.00 per day** extra late fee will be also be added.

If your child is not picked up by 6:30 p.m. and you cannot be contacted, authorized persons listed on the Parental Emergency Medical Consent form will be contacted to pick up your child. A \$30.00 late fee will be due the following day, if the fee is not received in 5 days of the day you were late an additional \$5.00 per day late fee is also added.

### **Enrollment Policy**

The following forms will be required at the time of enrollment and will be updated every year in your child's birth month.

- Contract for Services
- Intake Sheet
- Physical Assessment and Health Form
- Certificate of Immunizations

- Parental Emergency Medical/Dental Consent Form
- Release Authorization (travel, photography, and video)
- Sunscreen and Bugspray Application Form``

### **Ages Served**

All Aboard is a year round program serving children six weeks old to school age children.

Your child will be in a group of other children age appropriate.

Little Lambs - Infants to two years

Teddy Bears - Two to Three years

Caterpillars – Three to Four years

Pre-K Explorers – Four to Five years

School Age Children will be provided with one primary caregiver who will be assisted by a team of teachers. This will also provide your child with a sense of security and will ensure your child is with familiar faces on a daily basis.

### **Child to Adult Ratios**

The age of the children reflect the child to adult ratio at All Aboard.

Children under two: 1 adult to 4 children.

Two year olds: 1 adult to 6 children

Three year olds: 1 adult to 8 children

Four year olds: 1 adult to 12 children

\*During the Preschool Program Hours of 8:30 am to 11 am a ratio of 1 adult to 10 children are maintained.

Five year olds and up: 1 adult to 15 children

Age of child along with available space and staff to child ratio as required by state licensing authorities will determine which group your child will be assigned. Your child will go to the same classroom every day until it is time for transition to a new room. Your child will transition to a new room in accordance with licensing regulations, your child's ability to adjust and enrollment needs. Before the transition is made permanent, you will have the opportunity to meet your child's new teacher and discuss the transition process, child's progress and any questions or concerns you may have. Be assured

that your child's teachers will do everything possible to make this a smooth and pleasant experience for your child.

### **Absent Children**

Please remember that it is important for All Aboard staff to know when your children will not be attending or arriving late due to vacations, illness, or for any other reason. Please make sure to call or email to let us know so we can plan for activities and meals accordingly.

### **Withdrawal Policy**

Please notify All Aboard in writing within thirty days of intentions to withdraw you child from the center. If thirty days are not given a penalty fee equal to two weeks of tuition will be charged.

We may ask that you withdraw your child from the daycare in the unlikely event of any of the following situations

- Failure to pay tuition and delinquent fees
- Failure to follow policies
- Continual arrival or departure beyond daycare hours or operation.

### **Closings and Holidays**

All Aboard will observe the following holidays:

- Closed New Year's Day
- Closed Memorial Day
- Closed Independence Day
- Closed Labor Day
- Closed Thanksgiving Day & the Day After

All Aboard will be closed for 1 one over Winter Break. The dates to be closed will vary depending on Solon School closing dates for the holiday. The date will be determined on September 1 of each year.

As stated under **Tuition and Fees Policy**, tuition is paid for holidays and daycare closings. The daycare still has financial obligations during those periods.

### **Field Trip Policy**

Field trips will be scheduled throughout the year. Examples of field trips are museums, parks, libraries, and other establishments that provide fun and educational tours. You

will be notified in advance by All Aboard staff about upcoming field trips. You will be required to sign a field trip permission slip for your child. If you do not wish to have your child participate, you must make alternative childcare arrangements for your child on that day. Transportation will be provided by All Aboard. We will use staff vehicles or rental passenger vans equipped with seatbelts and parents must provide car seats and booster seats.

Additional staff will accompany the children on field trips. If parents want to volunteer, they must in advance, complete required background checks according to The Department of Human Services.

### **Non-Daycare Activity Policy**

If your child participates in non-daycare activities such as music, gymnastics, swimming lesson, etc.... you will be responsible for transporting your child to and from these activities. Please provide your child's teacher with your child's schedule and whether or not they will be returning to the center. This will ensure that we stay within the teacher to child ratio required by state licensing guidelines. If an adult other than the parent will be transporting your child for the activities, you must provide written notification to the child's teacher and list this person on the Release of Child Authorization form. Your child will not be released to anyone who is not authorized to pick up your child.

### **Transportation Policy**

Parents or authorized adults are responsible for transporting your child to and from the center. Staff vehicles will be used to transport children in the event of an emergency evacuation and field trips. Should evacuation be necessary staff vehicles equipped with car seats will be used. (See Emergency Preparedness Plan)

### **Discipline Policy**

The goal of discipline and guidance is not only to eliminate inappropriate behavior but also to encourage appropriate behavior by using positive guidance, redirection, and setting clear-cut limits. Discipline practices should be a logical consequence to the action of the child. The practices should be consistent and appropriate to the age and circumstances of the child

Teachers will use a variety of discipline practices. Example: Throwing books ruin the book and may hurt someone. If you throw the book again you will not be allowed to read books the rest of the day. If it is necessary to use a time out it is one minute for number of years old the child is. Example: A four-year-old child would receive four minutes of time out. Discipline practices at All Aboard will never include physical punishment, humiliation or fear. No child will be subject to verbal abuse, threats or



derogatory remarks about the child or the child's family. Punishment will not be administered due to lack of progress in toilet training nor shall punishment or threat of punishment be associated with food or rest.

Good communication between All Aboard staff and the family is vital. If problems do arise, every effort will be made to resolve them. The center however cannot serve children who display chronic disruptive behavior or behavior that inflicts physical or emotional harm on other children or staff. All Aboard reserves the right to ask the parents to find alternative care for their children.

### **Biting Policy**

Biting is a very common behavior from birth until three years of age. Children who bite are often trying to communicate or cope with stressful situations. It is also a response to needs not being met and challenges they may be facing. If labeled as "biters" you can harm self-perceptions and intensify the biting behavior.

We will make every attempt to anticipate when a bite might occur. If biting does happen teachers will address the child in a short, simple, and firm voice stating "No Bite We don't bite people". If the child who bit is verbal we will talk with them about the experience and what is appropriate, next time. Teachers will shift attention to the child that was bitten and ensure that all children are safe. We will soothe the child who was bitten and show concern and support until they feel comfortable. With every bite an incident report will be filled out for both children explaining the incident, first aid rendered, and at all times maintaining confidentiality. Each parent will sign and incident report upon picking up child or given a phone call, if necessary.

We will make every effort to make sure children have needs met at all times to reduce the incidents of biting. If biting does occur we will make sure that families and staff will work together by sharing information to address the child's needs. Discharging a child from our center without addressing the underlying cause of biting is not an appropriate response to the behavior.

### **Nutrition Policy**

Breakfast will not be served. Parents may provide children with breakfast to be eaten at the center, in your child's classroom. Morning snack, lunch, and afternoon snack will be provided. Menus are planned based on the nutritional requirements to meet your child's daily needs and licensing guidelines. Whole milk will be given to children under age two and Skim milk will be given to children age two and over. Menus are on a six week rotation and will be posted in your child's classroom.

Infant parents will provide bottles and breast milk or formula to be kept at the center. Bottles will be cleaned in the manner required by licensing or a day's supply of bottles containing breast milk or formula with bottles being rinsed and sent home for cleaning

When your child begins eating baby food, we ask that you provide the food along with your feeding instructions. All Aboard will provide bowls and eating utensils, however, you may wish to bring a special eating utensil for your child. When your child starts to eat table food we will give you a menu to cross off items you chose not to feed your child and a sheet signed to verify this is what you would like your child to eat. Baby food may still be needed if your child cannot have what we are providing for the day.

**PLEASE NOTE:**

**All Aboard is a peanut/tree nut free facility due to allergies. Thanks for your cooperation.**

**Sleeping Policy**

To reduce the risk of SIDS (Sudden Infant Death Syndrome) All Aboard has a sleeping policy. We will not allow blankets or anything soft in the cribs with infants. You are more than welcome to bring a sleep sack for your child to use if you choose.

All infants will be originally placed on their back and if they chose to roll that is up to them.

Infants that can roll independently from stomach to back to stomach may be allowed to sleep on their stomach.

**MEDICAL AND DENTAL EMERGENCIES POLICIES**

Before your child's first day at the center, a Parental Emergency Medical Consent Form must be completed and signed by the parents. This form will specify where emergency medical and dental healthcare should be obtained. It is the parent's responsibility to update this information as necessary and annually.

All dental emergencies require that the parents and the child's dentist be contacted. Staff is required to wear disposable gloves and to wash hands after attending to injuries. All items exposed to blood will be placed in a double layer plastic bag, sealed and discarded immediately.

**SAFETY AND EMERGENCY POLICIES**

**Checking In and Out**

Providing a safe and secure environment is extremely important to us. Every time you arrive or leave All Aboard, your child must be checked in and out on the sign in sheet located in your child's classroom by an All Aboard staff member. Attendance records are required by the State's licensing regulations and they provide up to the minute attendance list for staff. When dropping off or picking up please be sure to inform your child's teacher so they can make record of it.

To ensure the safety of your child, All Aboard will keep the names, addresses, and phone numbers of those persons authorized to pick up your child. We require that anyone picking up your child must show proper identification, such as a driver's license, before your child is released. Parents are responsible to update the section on the Parental Emergency Medical Consent Form that lists those persons authorized to pick up your child, if you know ahead of time that the authorized person will be picking up your child instead of you, please notify All Aboard staff.

In the case of divorce or separation, please inform the All Aboard director and your child's teacher of the custodial parent who may pick up your child. The parent with custody is required to provide All Aboard with documented custodial rights.

When picking up your child, please do not leave your car running unattended and please do not leave children in the car unattended.

### **Emergency Procedures**

Emergency procedure are documented in the Employee Handbook and reviewed with staff at the time of orientation and on a quarterly basis. Staff will receive training in Adult/Infant Child CPR, First aid, Blood Bourne pathogens, Mandatory reporting of child abuse, Criminal background checks, and DCI fingerprinting. Staff will undergo fire and tornado emergency procedure training on a monthly basis. All Aboard staff will maintain record of fire and tornado drills. All exits will be checked on a daily basis to ensure exits are unobstructed.

## **EMERGENCY PREPAREDNESS**

### **Emergency Evacuation and Relocation Plans**

Parents will be contacted by email immediately in the event evacuation is necessary.

Individual needs including those with special needs will be provided with functional access accommodations

In the event All Aboard needs to evacuate the center, three different shelters have been designated as safe meeting places.

1. Solon High School (Within walking distance Neighborhood Evacuation Site)
2. Solon Public Library (Out of Neighborhood Evacuation Site)
3. North Liberty Recreation Center (Out of town Evacuation Site)

### **Emergency Plan for Lock Down**

If the Solon Public School District would have a lock down for any reason All Aboard will follow the lock down as well. This includes suspicious activities or people in the area. We will lock all doors (this will not interfere with fire hazard due to the fact that our doors are still able to open from inside) and allow only staff and parents to enter in the front door of the building until the lock down is cleared by the Solon Community School District. We will contact parents via email to let them know we have followed the lock down policy.

### **Emergency Plan for Fire**

Fire escape routes are clearly marked and posted in each room of the center. Staff and children are trained through monthly drills to react quickly and efficiently to the building's fire alarm system. Drills are conducted once a month at different times of the day to ensure that all children and staff are familiar with all the exit points. The first person to the door will hold the door open as the children and remaining staff exit the building. The children and staff will meet by the fence at the back of the playground area. Staff will ensure that all children are accounted for. The director will shut all windows, turn off the lights, close all doors, check all bathrooms for children and then proceed to the meeting place. No one will re-enter the daycare until the "All-Clear" signal has been given.

In the event of a real fire, 911 will be called and the children and staff will exit the building as stated above. Infant/Toddler staff will use infant carriers and/or rolling baby beds when transporting infants out of the building. Designated staff will be responsible for taking the attendance books and emergency phone list for his or her class outside. The director will be responsible for the emergency bag containing a list of children and phone numbers, first aid kit, cell phone, and flashlights. The children and staff will remain in their designated area until emergency vehicles arrive. Children and staff will return to All Aboard when fire officials have determined it is safe to do so.

Parents will be notified if evacuation of the premises is necessary, and made aware of the alternate pick up site. The staff will use the **Emergency Evacuation and Relocation Plan**.

### **Emergency Plan for Tornado**

Emergency Tornado routes are clearly marked and posted in every room of the center. Tornado drills will be conducted once a month until staff is familiar with the emergency procedure. The signal for the tornado drill is the monthly town drill on the first Wednesday of the month at 10:00 a.m. Designated staff from each room will be responsible for taking the attendance books and emergency phone lists with them. The infant staff will take the children into the bathroom located in the infant room. The staff for the remaining rooms will lead the children down the stairs and into the bathrooms located on the lower level and into the hallway at the bottom of stairs facing the wall.

In the event of a real tornado, the above procedures will be followed. In addition, the director will carry a battery-operated radio to listen to the latest news and weather alerts. Cell phones may be used to watch updated weather reports. The staff and children will remain in the designated area until the "All Clear" has been sounded. If there is structural damage to the building, **911** will be called and determination will be made if it is safe to exit the building. If it is necessary to leave All Aboard, staff will follow the guidelines as set in the **Emergency Evacuation and Relocation Plan**.

### **Emergency Plan for Intoxicated or Substance-Impaired Parent/Pick up Authorization**

Staff will immediately alert the director of the situation. The parent will be talked to about the danger of taking a child and/or operating a vehicle while intoxicated and asked if there is another adult who can be contacted to pick up the child. The All Aboard staff are focusing on the welfare of the child. If the parent demands to take the child while in such a condition, the All Aboard staff must release the child to the parent. If and when the parent does leave with the child, the All Aboard staff must act in their role as a mandatory reporter and file a child abuse report with DHS. The staff will **call 911** for assistance. The director shall follow the parent and child to their vehicle to get the tag number, detailed description of the vehicle and the direction of travel.

### **Emergency Plan for Severe Weather/Blizzard**

The All Aboard director will decide if the center needs to delay opening or close for the day due to inclement weather. Announcements of closing/delay opening will be announced on Channel 9/KCRG and emailed to All Aboard parents no later than 5:00 a.m. the morning of the inclement weather.

Should severe weather develop while the center is open and the need arises to close early, parents will be contacted by phone or email and asked to pick up their children as soon as possible? If you are unable to be contacted/pick up your child/children the emergency contacts will be called.

### **Emergency Plan for Intruder**

Staff will alert the director should an intruder enter the building at which time they will approach the intruder and inquire as to why they are on the premises. During this time, staff will ensure that all the children are accounted for. If it is determined the intruder should not be on the premises, they will be asked to leave. If the intruder refuses to exit the building or uses force or any possible threats, 911 will be called. If it is determined the intruder's intent is to leave with a child or staff unlawfully, staff will take the child or other staff member into a safe place and **911** will be called.

### **Emergency Plan for Bomb Threat**

The Emergency Plan for Fire or Evacuation/Relocation plans will be followed. The director will call **911** and inform the emergency personnel that a bomb threat has been received. Any instructions given by the emergency personnel will be followed. Staff and children will return to the building once the search has stopped and the building has been declared safe.

### **Emergency Plan for Power Outage**

All Aboard is set up with emergency backup lights. The director will inform the power company of the outage. If it has been determined that the outage will interfere with continued operation of the center, parents will be contacted to pick up their children.

### **Emergency Plan for Structural Damage**

If structural damage occurs for any reason, staff will direct children inside to take cover under tables and away from all windows. For children outside the building, staff will instruct children to move away from the building and sit down together with staff. Director or staff will call **911**. Structural damage will be assessed by official personnel and the director before anyone are allowed to remain in or re-entering the building. If it is necessary to evacuate the premises, the **Emergency Evacuation/Relocation Plan** will be followed.

In the event of a water pipe break inside or outside of the building the director will determine whether the center needs to evacuate. If it is determined unsafe the **Emergency Evacuation/Relocation Plan** will need to be enforced.

### **Water Main Break**

In the event a water main breaks, the All Aboard staff will contact the community water department to report the main break. Access to water supplies will be determined. The program will comply with emergency officials. The **Emergency/Relocation Plan** will be followed.

### **Emergency Plan for Chemical Spills**

In the event the director or staff witnesses a toxic spill in or near the center, 911 will be called immediately. Staff and children will cooperate with official personnel. Staff and children will be taken to a safe location as determined by official personnel and the director.

### **Emergency Plan for Lost or Abducted Child**

No children shall be outside or inside without the prescribed ratio of staff supervision. In the event the program is unable to locate a child, all children will be brought into the preschool room. Non-ratation staff will immediately and completely search the grounds and the building while the other children are being supervised. If the child is not found within 10 minutes, **911** will be notified and parents will be called. A detailed description of the child, including what they are wearing and places they might have gone will be given to emergency officials. If the child is observed being abducted, 911 will be called immediately and a complete description of the child and the abductor will be given, if possible. If advanced warning is received that someone is coming to take a child, the child will be taken in the office where a staff member will stay with the child and the door locked. When the person arrives to attempt to take the child, they will be encouraged to leave the premises. If the person refuses, 911 will be called. No staff or child will leave the daycare until authorities have arrived.

### **PARENTAL INVOLVEMENT**

Communication is the most important part of a successful program. Your child's teacher and the All Aboard staff members will be available to answer your questions or address any concerns you may have. You will receive a report of your child's daily activities.

We encourage you to visit your child anytime throughout the day. Visiting your child's classroom will help you get to know your child's teacher and the other children. You'll enjoy seeing what goes on during your child's day. If you want to volunteer at any time at the center, all parents must complete required background checks. Please speak with the director if you are interested.

### **PARENTAL ACCESS**

Parents shall have unlimited access to their child throughout the day while they are attending All Aboard. However, in situations where parental contact is prohibited by court order, a copy of the applicable portion of the court order must be provided by the parent or custodian and made part of the child's file.

### **SUPERVISION AND ACCESS POLICY**

To provide a safe environment for the children in our care All Aboard does not allow any person who is in the center that is not an owner, staff member, substitute, or volunteer who has had a record check and approval to be involved with child care to have “unrestricted access” to children for whom that parent is not the parent or guardian. “Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care.

Staff members will limit to the best of their knowledge and the ability the people allowed on the property when children are present. Any person on the property will be closely supervised by an authorized person depending on the reason the person is on the property. The director will be responsible for the supervising unless another staff member is requested by the director.

Any persons who are listed on the sex offender registry shall not operate, manage, be employed, or act as a volunteer at All Aboard. They are not allowed on the property of All Aboard without written consent of the center director, if the director chooses to allow offenders on the property, DHS must be consulted first. The only exception is for picking up the offender’s minor child for a reasonable amount of time.

## **MEDICATION POLICY AND PROCEDURES**

Medication will be administered to children for whom a plan has been established with the child’s teacher. Parents must complete and sign a form authorizing staff to administer medication to your child. Forms are provided by the center and every question on the form must be answered. The signed form with the specific dosing instructions along with the medication must be given directly to the child’s teacher. The child’s teacher will be the only persons authorized to administer medication to your child. All medications will be stored in their original container with accompanying physician or pharmacist’s directions with the label intact. If a liquid oral medication is to be administered at the center, the parent must provide an appropriate measuring device that has clearly marked measurements (medicine cup, dropper, or needle-less syringe). All medications will be stored so they are inaccessible to children. Medications that require refrigeration will be stored in a container in the refrigerator not accessible to children. Written email consent for over the counter medications may be obtained with Medication Authorization Form signed same day. Nonprescription medication, diapering ointments, bug spray and sunscreens shall be labeled with the child’s name and stored out of reach of children.

As long as the authorization to administer medication is in effect, a notation will be made on the child’s daily report and the medication administration chart indicating the name of the medicine, date, time and dosage given and the initials of the person whom



administered the medication or the reason the medication was not administered. Medications will only be administered throughout the duration of the prescription.

Medications will not be administered without a current and correctly fill out authorization form signed by the parent. A new Medication Authorization is required with each new prescription.

Staff will make a notation on the medication chart if:

- A child is absent from the center on a day the medication is to be administered.
- A parent picks up a child early and the medication cannot be administered.
- A parent forgot to bring the medication; therefore, no medication can be administered.
- The child experiences side effects or negative reactions to the medications.

## **HEALTH POLICY**

Every child must have a current physical examination report signed by a physician and certificate of immunization prior to admission to All Aboard. The date of the physical report must not be more than 12 months prior to the first day of attendance. The written report must include past health history, status of present health including allergies, medications, and acute or chronic health problems. A yearly physical report signed by a physician will be required after enrolling at All Aboard. The physical report must include any changes in the child's health. If physical and immunization certificates are not received as required by licensing you will be asked to remove your child from the center.

Medical exemption for immunization must be completed by one of the following:

MD, DO, PA, and ARNP.

When an exemption is granted for religious reasons, certificate or exemption signed by the child's parents must be in the child's file.

### **When Your Child is ill**

If your child appears ill at home, please do not bring them to the center. The teacher will assist your child's health upon arrival. If your child is suspected of being ill or becomes ill later in the day, the child will be separated from the other children and made comfortable until a parent is contacted. You will be asked to pick up your child as quickly as possible. If you are unable to pick up your child the person on the authorization form to pick up your child will be contacted.

If there is an incidence of a communicable disease, notices will be posted on the parent bulletin board at the front entrance as well as in the child's classroom. The notice will include the communicable condition, the symptoms of the condition, and the period of communicability.

If your child has a known medical condition, such as asthma, diabetes, seizure disorder, etc. please inform your child's teacher, along with any special instructions for the care of your child should a problem arise. Please make sure medications are available and that all necessary forms have been completed and are up to date. Additional forms are available. It is highly recommended, parents begin making alternative plans for sick children in case your child becomes ill. This may help minimize the stress that parents often feel when a child becomes ill and alternate arrangements have to be made.

### **Exclusion from All Aboard due to Illness**

To provide a healthy environment for all the children and staff at All Aboard, children may be excluded from the center until the symptoms or conditions listed below are resolved or until the child's physician has evaluated the child and determines the child may return to the center.

- Vomiting or has vomited two or more times within the last two hours. The child may return when it has been determined that the vomiting is due non-communicable condition and the child is in no danger of dehydration.
- Diarrhea or has had diarrhea two or more times within the last two hours. Child may return when it has been determined that the diarrhea is due to non-communicable condition and the child is in no danger of dehydration.
- Fever of 101.3 degrees Fahrenheit/38.5 degrees Celsius and above or a temperature below 101.3 degrees Fahrenheit/38.5 degrees Celsius with change in behavior (irritation, restless or increase in sleepiness) Child may return after evaluation by a physician or when fever free for a period of twenty-four hours without the use of fever reducing medicine.
- Skin rash associated with other symptoms such a fever, sore throat, or change in behavior. Child may return when it has been determined the condition is not communicable.
- Evidence of scabies, impetigo, etc. Child may return twenty- four hours after treatment has begun.
- Whooping cough, strep throat or specific contagious infections. Child may return after being evaluated by a physician and appropriate treatment has begun.
- Measles, chicken pox, or Rubella. Child may return six days after rash appears.
- Mumps. Child may return nine days after the onset of gland swelling.

- Hepatitis A virus infection. Child may return one week after onset of the illness or after immune serum globulin has been given to children and staff in the center as directed by the responsible health department.
- Mouth sores or ulcers with drooling. Child may return when the child's physician or local health department authority states the child is non-infectious.

Please notify All Aboard when your child is ill so staff can be alert to similar symptoms in other children. Keep in mind, certain illness must be reported to the Health Department.

A quiet area with supervision will be provided for a mildly ill or injured child. Parents will be notified.

### **Injuries**

Accidents/Incident Reports are prepared for each accident involving your child and must be signed by the parent the day of the accident. Staff who has received emergency first aid training will handle minor injuries. If a serious injury occurs, paramedics will be called and the child will be transported to the nearest hospital. Parents will be notified immediately and asked to meet your child at the hospital. Children will be transported to the hospital via emergency vehicle. Under no circumstances will staff vehicles be used to transport children to the hospital.

### **Medical Emergency**

If a medical emergency arises, staff will first attempt to contact the parent. If the parent cannot be reached, staff will contact the emergency contact person listed on your child's Parental Emergency Medical Consent Form. Staff will call for paramedic help and your child will be taken to the hospital. Your signature on the form gives the hospital permission to care for your child.

Two licensed approved first-aid kits will be located in the center. One will be in the office and one will be used for field-trips. Smaller versions of first aid kits will be in remaining childcare areas. Each licensed approved kit will contain adhesive strip bandages, American Academy of Pediatrics standard first aid chart of equivalent first aid guide, plastic bags for cloths, gauze and other materials used in handling blood, bandage tape, cell phone will be taken, cold pack, disposable nonporous gloves, emergency medication needed for children with special needs, emergency phone numbers-parents' home and work numbers, emergency phone number-poison control center, eye dressing, flexible roller gauze, hand sanitizer, non-glass thermometer, pen/pencil and not pad. Safety pins, scissors, small plastic or metal splints, sterile gauze pads, triangular bandages tweezers, mouthpiece for rescue breathing, and water. All first aid kits will be inspected monthly.

Disposable gloves will be used for all incidents involving blood or body fluids so please let us know if your child is latex allergic.

### **Child Hand Washing**

Staff will assist children with hand washing in order to maintain good hygiene and to prevent or minimize the spread of illness. Children's hands will be washed at the following times:

- Upon arrival to the center.
- When hands are visibly dirty.
- After being outside.
- After a cough, sneeze or nose blowing.
- Before and after eating.
- After diaper change or toileting

### **Staff Hand Washing**

Staff will wash their hands at the following times:

- Upon arrival to the center.
- When hands are visibly dirty.
- After being outside
- After cleaning or disinfecting something.
- Immediately before eating or participating in food service activities.
- After a nose blow (self or child), cough or sneeze.
- Before and after applying bandages or first aid.
- Before and after administering medication, ointment, or lotion.
- After using a toilet, assisting a child in using the toilet, or changing.
- Diapers
- After removing rubber gloves.

### **Universal Precautions/Exposure to Blood or Other Body Fluids**

Gloves will be worn by staff when diapering, when contact with blood or other body fluids are present, and when cleaning contaminated surfaces. Spills or any blood or body fluid will be cleaned with soap and water, and then disinfected with Oxifer TB, a disinfectant. Any contaminated material or soiled diapers shall be disposed of in a double layer plastic bag with a secure tie.

### **SMOKE-FREE ENVIROMENT**

No-smoking shall be allowed anywhere in the building or on the premises.

## **PRE-KINDERGARTEN ACTIVITIES**

All Aboard is affiliated with the Solon Community School District in the Statewide Preschool Grant. The grant is intended to help all children become better prepared for Kindergarten. We will work with your children using Creative Curriculum for Preschool, a program based on learning through play in several different interest levels. This includes social, cognitive, and physical development as well as in literacy, mathematics, social studies, science, and the arts. We follow the Iowa Quality Preschool Program Standards for this grant as well as require the lead teacher have a bachelor's degree in Early Childhood Education and the associate teacher have education that includes, but not limited to, CDA, A.A. in Early Childhood, Para educator, or Bachelor's Degree. To qualify your child must turn four before the September 15<sup>th</sup> school deadline. With this program parents are able to get a tuition reduction for each school month (September through May). Please talk to the lead Pre-School teacher for more information.

## **PRESCHOOL/DAYCARE ACTIVITIES**

All Aboard will provide a developmentally appropriate curriculum for you child. Our curriculum will include activities geared toward promoting self-esteem, positive self-image, social interaction, communication skills, and problem-solving skills. We will provide a balance of active and quiet activities both indoor and outdoor. All activities are both staff and child initiated. Both gross and fine motor skilled activities will be included. Naptime or quiet time will be part of your child's day. Teachers developing the lesson plans will take into consideration the cultural, ethnic and special needs of children assigned to their classroom.

Developing secure relationships helps children learn to trust their world. Teachers in our infant room will be there to hold, cuddle, and give lots of love to your baby. They will respond to your baby's sounds and will offer encouragement and praise as your baby explores and discover new things. Your baby's day will be structured to his or her needs. Our teachers will work closely with you to ensure your baby's routines are similar to those at home.

As children grow older they become more independent and inquisitive. Our teachers will provide enriching and safe environment where your child can explore and discover their world and gain self-confidence. Your child's day will be filled with hands-on learning experiences and play activities.

Our goal at All Aboard is to make every moment of your child's day a great learning experience. Daily schedules of activities are posted in each classroom.

### **Notes Home**

Teachers for children two and under will prepare a daily note that will include a summary of your child's care they received during the day. This will include diapering/toileting, what they had to eat that day or the number of bottles with the amount they drank, naps, and programs or activities they participated in throughout the day. Parents may request a daily note for children over the age of 2.

## **Playground**

All Aboard provides an outdoor playground containing a variety of equipment. The playground is educational environments where your child will learn about his or her physical capabilities and social skills involved in organized and informal play. Children will be given several opportunities to be outside (weather permitting) throughout the day.

## **TOILET TRAINING**

Children cannot successfully learn how to use the toilet until they are ready physically, mentally, and emotionally. All Aboard staff believe that positive toilet training will occur after your child begins to show signs of physical control, awareness, and curiosity or interest in toilet training. The children's bathroom will always be open so that children are able to come and go as needed and to observe other children. Modeling and imitation contribute to the success of toilet training. Children who display an interest or curiosity in the toilet will be introduced to the training process gradually. Once the child is comfortable in the bathroom, he or she will begin to use the bathroom on a regular basis.

Toileting is an important new skill for your child and your child's teacher will respond appropriately with simple praise when your child successfully accomplishes a toileting task. Toilet training may take longer than you expect and we want it to be a positive experience for your child. Therefore, your patience and understanding will be greatly appreciated.

As your child begins to use the toilet, please select clothing that he or she can easily pull up and down. Accidents of course will happen so please bring several changes of clothing to be placed in your child's cubby during the training process.

Your child's teacher will be available to discuss this important developmental process with you.

## **STAFF ORIENTATION**

All members of our childcare staff will be required to receive the following training:

- Certification in Adult, Child, and Infant CPR

- Certification in Adult and Child First Aid
- One hour training in Universal Precautions and Infectious disease control
- Training in Emergency Preparedness & Response

Upon employment, staff will be provided with copies of the All Aboard Employee and Parent Handbooks. All new staff will receive orientation and the director will review all the policies and emergency procedures contained in the Employee Handbook with the employee. Emergency Plans for Fire and Tornado will be received and practiced on a monthly basis. Staff will be informed of any policy changes.

Staff will receive training through certified training programs, self-study training materials, and in service training.

All staff will be required to take the Essentials Training course which is a 12 hour Emergency Preparedness class.

## **REPORTING OF CHILD ABUSE**

Child abuse is defined in Iowa Code Section 232.68 as one or more of the following six categories

Physical Abuse	Mental Injury
Denial of Critical Care	Child Prostitution
Sexual Abuse	Presence of Illegal Drugs

The law requires childcare providers to report signs of child abuse or neglect to Child Protective Services. Our staff is required by law to take Iowa’s Mandatory Reporting of Child Abuse that trains childcare providers how to recognize and report abuse and neglect.

## **WHAT TO BRING TO THE CENTER**

### **Clothing**

Please dress your child in comfortable and safe clothing that is appropriate for outdoor play. For cold months hats, mittens, snowsuits, and boots will be needed. For warm months, sunscreen, sunhat, swimming suit or swim diapers, and towel will be needed. We ask that an extra set of clothing is stored in your child’s cubby. Your child’s clothing should be labeled with his or hers name. Flip Flops are **discouraged**. They can be worn inside but not recommended for outside wear or for field trips.

### **Linens**

Cot and crib sheets will be provided and laundered by All Aboard. Your child may bring a blanket or other comfort items desired. Personal items will be sent home on Friday for laundering.

### **Personal Belongings**

Infant parents may wish to bring a few of your child's personal belongings such as soft toys, rattles or other items that will help make your infant more comfortable throughout the day. All other children may wish to bring a blanket or other comfort items along to help them adjust to the center.

Please be sure to label all items with your child's name. We are not responsible for the loss of your child's personal belongings.

### **Diapering**

Please bring a supply of disposable diapers, ointment, and wipes, clearly labeled with your child's name. Your child's teacher will notify you when the supply is getting low.

Should your child require the use of diapering ointments you must complete a medication form allowing the center to use the product with specific application instructions. Diapering ointments must be store bought (not homemade) in a tube, not a jar, to prevent contamination.

### **Parking**

All Aboard has limited parking spots for parents to pick up or drop off. Please remember this is a residential area. Residents on Eastwood Drive would appreciate parents not pulling into driveways to turn around, blocking the street or the driveways while picking or dropping off their children, or while waiting for a parking spot to open up in our driveway. Sorry for the inconvenience.



