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Narrative Statement

Children's Learning Center was started in 1969 by people whose main concerns were children, their care and development. It became apparent that financial support and organization were also essential in order to provide a quality full day care program. The Center was reorganized in 1972 and a new board was formed. The Center was twice relocated.

From the Fall of 1974 to the Spring of 1980, Children's Learning Center was located at 1000 Kentucky in the Educational Building of the First Christian Church. In May, 1980, the Children's Learning Center relocated into the 1928 and 1937 wings of the old Lawrence Memorial Hospital. In June of 1993, the building at 205 N. Michigan was purchased and renovated for a September 1993 opening date. The new facility has the capacity to enroll 141 children.

Children's Learning Center partners with Positive Bright Start. The partnership allows families to apply for the local scholarship funds, which are allocated by United Way. Additional federal funds are allocated from the Department of Health and Environment. Families are determined eligible for government programs by the Department of Children and Families (DCF). CLC maintains a contractual partnership for families to apply for funding through the Department of Children and Families. Scholarship funds are administered by the PBS Scholarship Committee in accordance with the similar income eligibility guides as federal funds. In addition to PBS and DCF, CLC is also a community partnered location for ECKAN Early Head Start with two classrooms dedicated specifically to the EHS partnership. Many children who attend Children's Learning Center are either fully or partially funded by an agency. Private paying, Scholarship and Federally funded families are all admitted on a first come, first served basis, with waitlist priority going to current enrollment siblings, teachers of CLC and LMH employees. Children's Learning Center, Inc. is a private, not for profit organization. The Board of Directors is composed of 50 percent parents and 50 percent community members who are nominated and elected annually.

Children's Learning Center is licensed by the Kansas Department of Health and Environment. A teacher/child ratio of 1:3 for infants, 1:5 for toddlers, 1:7, 1:10, and 1:12 for preschoolers, and 1:16 for school age is maintained at all times. However, CLC is committed to providing high quality education for children and maintains lower class sizes and smaller teacher to child ratios as much as possible within the confines of our budget.

Children's Learning Center, Inc. is an equal opportunity affirmative action employer. Children's Learning Center will not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability, age, national origin or ancestry.

Purpose, Goals, and Philosophy

The purpose of the Children's Learning Center is to provide quality child care for children ages 2 weeks - 6 years of age. *enrollment beginning at the age of 6-8 weeks minimum is preferred but can be allowed earlier with extenuating circumstances.

The philosophy of the Center is to help children develop the necessary social skills, self help skills and developmental milestones that create a strong foundation for life and learning. High emphasis is placed on the emotional security of the children, and much personal attention is given to the children to allow them to feel they are loved and valued as individuals. Since the children spend nine hours or more a day at Children's Learning Center, such security is especially important. We believe the children's innate curiosity can lead them to discover new areas of cognitive ability, language development of language, motor development, creative expression, and social awareness. To these ends, the school provides a rich array of stimulating possibilities to arouse the children's interest.

Through this philosophy, we hope to collaborate with families toward certain goals and encourage the children:

- To develop their own potential abilities
- To learn to care for themselves, their bodily needs and the things around them
- To develop their ability to verbalize emotions and experiences
- To learn to enjoy the company of peers and adults
- To complete activities according to individual ability
- To develop listening skills
- To function in a daily routine with self-control and independence
- To do for themselves what they can creating autonomy skills
- To begin to develop necessary skills for the next phase of life

Care Provided

Children's Learning Center is open from 6:45 a.m. to 6:00 p.m., Monday through Friday. Children's Learning Center South is open from 7:30 am - 4 pm. Children are required to be in attendance by 9 am or the office must be notified of your child's late arrival. If the office is not notified of late arrival, the school can not guarantee that your child's classroom will be staffed for your child's attendance or that your child will be included in food counts for the day. All classrooms are required to follow specific teacher to child ratios. Often when attendance is low, one of the classroom teachers may be used for breaks, cleaning, or working a shorter schedule. In the 3 - 5 year old classrooms, the academic portion of your child's day begins after 9 am and is wrapped up by lunch time around noon. Your child's participation in the academic portion of the day is important for kindergarten readiness. For these reasons, we take final classroom attendance at 9 am each day. Late arrival is allowed only when the school office is notified in advance.

The Center will be closed for the following holidays:

- Labor Day
- Teacher In Service Day in October - TBD
- Thanksgiving Day and the Friday following Thanksgiving
- December 24th, 25th, and 31st
- New Years Day
- Teacher in Service Day in March - TBD
- Spring Reset Day in March - TBD
- Memorial Day
- Independence Day

CLC School calendar is available each year for specific details on school closings and special events.

During our winter break we will assess the need for staying open for the dates between Christmas Eve and New Year's Day. We will make the determination on whether or not we stay open during that time depending on enrollment and staffing as well as the day of the week that the holidays fall. Parents/guardians will receive a minimum of one month's notice prior to the winter break letting everyone know of the closing dates. If July 4th falls on a Saturday the Center will be closed on the previous Friday. If July 4th falls on a Sunday CLC will be closed the following Monday. (example). If a holiday lands on a Thursday, the center will determine the need for opening on the following Friday by children needing to attend and staffing available. (For example, if Independence Day is on Thursday, the center may close on a Friday.) Full time tuition is charged at a monthly rate regardless of holidays or closings.

Children's Learning Center participates in the Child & Adult Care Food Program administered by the State Department of Education. Children are served breakfast from 7:30 - 8:30 a.m., a nutritious lunch at 11 am - 12:30 pm and a snack around 3 pm. Children will be encouraged to taste each of the foods but are not required to eat everything on their plate. The goal of the food program is to improve the health and nutrition of children while developing good eating habits. Family Style Service is practiced at meal time which allows the children to serve themselves. The Center serves a variety of nutritious foods to the children, including the garden to table curriculum each year. Suggestions are always welcome!

Following lunch, a nap or rest period will be provided for all children. Usually the younger the child, the more rest is needed, so nap times are scheduled accordingly. Younger children who are really tired can go right to sleep. As children begin to wake up, they gradually put cots away, go to the bathroom, wash hands and get ready for snack time. Children who need more sleep are thus given a little extra time while those who wake first begin to get ready for their afternoon snack.

Fees

See school office for current fees. Fees are prepaid by month. CLC South has different fees for tuition due to the limited hour structure.

There is a \$50.00 annual fee for each child. For children who are not yet enrolled, payment of this fee and the tuition deposit up front will secure a space on the waiting list for a child until the scheduled starting date. This fee is non-refundable.

A \$150.00 tuition deposit for the first child and a \$75.00 tuition deposit for each additional child is due upon a child's entrance into the program. Families receiving funding from the Department of Children and Families (DCF) are charged a \$75.00 tuition deposit for the first child and \$45.00 for each additional child. The deposit is refundable if the parent gives the center 30 day written notice of the child's withdrawal from the school. It may also be applied to the last tuition payment. Parents who enroll their children mid-month will have tuition prorated.

There will be no refund or credit of tuition given for emergency day closings. There will be no refund or credit of tuition for holiday closings. There is no refund of tuition if a child is absent due to illness. These days are paid by parents because full time staff are still paid for these closing and absences. Part-time parents that have been grandfathered into part-time enrollment are still liable for illness/holiday/emergency closing payment of tuition if the day lands on a scheduled day that their child would be in attendance.

CLC offers a discount to employees of Lawrence Memorial Hospital due to the historical ties with the hospital. Our discount for LMH employees is 12% off of the monthly tuition. Tuition rates are subject to change. In this event, parents will be given a minimum of one month's notice of the change. We also offer a sibling discount to families that have more than one child enrolled at the school and do not receive any other agency subsidies. The 5% discount is taken off of the tuition charge of the oldest sibling enrolled at CLC. In addition to the discounts listed, full time employees of CLC receive a significant discount on tuition costs that is dependent on the annual budget allotment.

Other Fees

A \$25.00 late fee penalty will be charged as of the fifth of the month on tuition owed to Children's Learning Center.

There will be a charge of \$20.00 for returned checks.

There is a fee of \$1.00 for each diaper the Center has to provide for a child. This cost can easily be avoided by keeping the child's locker fully supplied with disposable diapers.

A fee is charged to parents who are late picking up their children. We understand that late pick up is sometimes out of the parent's control. In an emergency situation, the center will take that into account and give consideration to waiving the fee on a case-by-case basis. The late fee schedule is as follows:

- Pick up before 5:59 p.m. - no charge
- Pick up between 6:00 and 6:04 - \$5.00 per child
- Pick up between 6:05 and 6:14 - additional charge of \$25 per child
- Pick up anytime after 6:15 pm is an additional \$2 per minute

If a child is picked up late three times, the child will either be dismissed or the late penalty will be doubled. **Late fees will have to be paid to the center prior to the child coming back to school.**

We take late pick up seriously for several reasons. Our school is only licensed to be open from 6:45 am - 6 pm. Anytime before or after those times opens us up for liability if anything were to happen. We also want to respect the schedules of our staff and their families. Often the teacher needs to be somewhere after their shift. Lastly, as a non-profit we function off of a fairly strict budget. Having teachers stay late makes them go into overtime and effects our budget.

Fee Payment

Since the Center depends on tuition to pay salaries and for operating costs, all fees are to be paid on a prepay basis. Payment schedules vary depending on the needs of the family and are set through enrollment and discussion with school administration. There are several payment schedule options but all are required to be made on a prepay biases. Statements will be distributed to parents by the last week of each month for the following month. If you are unable to pay on the first of the month for some reason, please contact the director immediately to make an alternate payment plan. There will be a \$25.00 late fee penalty due as of the fifth of the month. In the event that the parent/guardian would like to withdraw their child from CLC, we ask for a 30 day notice. The notice gives us ample time to find replacement enrollment in order to keep our budget running smoothly. If one month's notice is given prior to leaving CLC, the deposit on the account will be refunded to the parent.

Due to the daily operating costs of the school, there can be no refunds in the event of a child's absence. Any pre- paid tuition is not eligible for refund due to the nature of our non-profit budgeting. Regular fee payment will be required to hold a child's space during vacation or illness.

Admission Policies

Children shall be admitted without discrimination.

If there are not any openings each person inquiring about child care will be put on a waiting list with the date and other pertinent information (name, phone, address, child's name and birthdate, age, funding source, etc.). Parents are required to tour the center prior to being put on the waitlist.

In the event of an opening, the parents will be required to set up an appointment with the Director for picking up forms and paying the deposit and enrollment fee. Forms required by KDHE for all licensed child care centers can be found on the school website at www.clc-ks.org.

All children will be enrolled on a probationary basis for one month. In the event that a child does not adjust to this program or it is determined that this program is not suitable to promote development for a particular child, the child will be referred to a more appropriate program.

Termination - Classroom Adjustment

Classroom teachers shall keep the Executive Director informed of any problems concerning the children. Parents are kept informed of the child's progress on a regular basis. If any special problem arises the teacher will discuss the situation with the parent and if necessary hold a conference with the teacher, parent, and Executive Director. If a parent has a concern he should request a conference with the Lead Teacher and/or Director. The Executive Director will try to help the teacher work out any problems concerning a particular child or family.

In the event that this problem cannot be settled and it is determined by the Executive Director that the child cannot stay in the classroom, the Executive Director shall contact the President of the Board of Directors. The President and Director will consider alternatives.

Children's Learning Center shall give a ten day notice to terminate a child's enrollment unless the child's offense is of a dangerous nature or potentially harmful to others, in which case the termination shall be immediate.

Termination - Non-payment of Tuition

Tuition is due on a prepay basis. A child's tuition must not be over five days delinquent. After the fifth day of the month a letter will be sent to the appropriate party. They will be given until the tenth day of the month to bring the delinquent bill up to date. If the letter is ignored the child's enrollment will automatically be terminated at the end of the tenth day.

The unpaid bill will be turned over to an attorney, Small Claims, or a collection agency.

Eligibility Requirements

Children's Learning Center is licensed by the Kansas Department of Health and Environment according to state regulations. The Center also receives federal funding and in order to do so, is regulated by the Department of Children and Families and ECKAN Early Head Start.

The child must meet age requirements according to licensing standards. The following forms are required for a child's admittance to the Center:

- A. Health certificate signed by the child's physician, indicating an up-to-date physical examination and an up-to-date immunization record according to the CDC's recommended schedule for immunizations.
- B. Notarized statement for emergency care and general permission for field trips, etc.
- C. Child History Form
- D. CACFP statement of income
- E. Parent Contract
- F. Center specific information forms

Illness

Parents should keep their children at home and notify CLC whenever the child has any of the following conditions:

- An oral or tympanic temperature of 100 degrees and greater or axillary temperature of 99 degrees and greater
- Uncontrolled Diarrhea (two or more instances in a four hour period or diarrhea that is not contained)
- Inflammation of the eyes with discharge until 24 hours after treatment has been initiated
- Rash with fever or behavior change
- Vomiting
- Untreated head lice, scabies or other infestation
- Mouth sores with drooling, unless a health care provider determines the condition is noninfectious
- Symptoms of possible severe illness (uncontrolled coughing, persistent crying, difficult breathing)
- Known contagious diseases
- Covid exposure or positive Covid illness

When your child meets one of these exclusions when they are already in attendance at CLC, the school office will contact you to pick your child up. After being contacted by the school office to pick up a sick child, you are required to pick your child up within 30 minutes. If you will not make it within the 30 minute window, you will need to inform the school. The state licensing agency (KDHE) makes the regulation of parents picking up children within 30 minutes in order to cut back on the spread of communicable diseases. We realize that some parents do not work in the area and may need some additional time. Again, please talk to the office about your specific situation. You will be notified of the appropriate exclusion times when you pick your child up. Children should be kept out of school for twenty-four hours after a fever, **without fever reducing medication.**

Children should be kept out of school for twenty-four hours **symptom free** after a child has a severe intestinal disturbance with vomiting or diarrhea.

If you feel your child is too ill to play outside at any particular time, please do not bring your child to school. We are required by state licensing regulations to take all children outside during the day, weather permitting.

Medication

If a child requires medication which must be given during the time the child is at the center, an authorization form must be completed by the child's parent or physician before the medication can be administered. In the case of a prescription drug, the bottle from the pharmacy must be labeled with the child's first and last name, the name of the medicine, dosage, dosage intervals and the name of the physician. Non-prescription drugs such as aspirin, cough syrup or decongestants shall be administered only if an authorized form has been completed by the parent. The child's first and last name must also be marked on the non-prescription bottle. All medication is kept in your child's classroom and is locked up for safety.

Serious Injury/Illness Policy

If a child becomes seriously injured or ill while attending Children's Learning Center, these procedures will be followed: Efforts will be taken to stabilize the child's condition by appropriate First Aid techniques. Office staff will contact the child's doctor and/or the hospital emergency room. Office staff will contact the parent/guardian concurrently. The child will be transported by ambulance to the nearest emergency facility (Lawrence Memorial Hospital) or the child's doctor, whichever is appropriate, upon the advice of the doctor or hospital. All efforts will be made to have the child's teacher accompany the child to the medical facility until the parent/guardian arrives. If the child's teacher is unable to leave the classroom, the Executive Director will accompany the child to the medical care center. In the event the Executive Director and/or the child's teacher are unable to accompany the seriously injured or ill child, another representative of the staff will accompany the child until the parent/guardian arrives.

Parents/guardians are required to sign emergency release forms authorizing staff representatives of Children's Learning Center to give consent for any and all necessary medical care of children while said children are in the custody of Children's Learning Center. The emergency medical release form must also

be notarized in Douglas County. Please speak with CLC staff regarding an authorized notary present at the school.

Supervision Plan

The following is a supervision plan for children in care while enrolled at Children's Learning Center, Inc. (CLC) that includes all ranges of children for whom care will be provided. A copy of the plan is available for review by parents or legal guardians of children in care. The plan includes:

(a) Supervision Plan

(1) A floorplan of the building and outdoor play areas in which the child will participate in activities, have snacks, nap, or sleep; and

(2) The manner in which supervision will be provided.

(b) General Supervision Requirements. Each employee shall ensure that supervision is provided as necessary to protect the health, safety, and well-being of the children.

(1) Each child in care shall be under the supervision of a CLC employee who is responsible for the child's health, safety, and well-being.

(2) Each CLC employee shall be aware at all times of the location of each child in that employee's care and the activities in which the child is engaged. Each employee shall perform the following:

(A) Interact with the child and attend to the child's needs;

(B) Respond immediately if the child is crying or in distress in order to determine the cause and to provide comfort and assistance;

(C) Investigate immediately any change in the activity or noise level of the child; and

(D) Respond immediately to an emergency that could impact the health, safety, and well-being of the child.

(3) No employee shall engage in business, social, or personal activities that interfere with the care and supervision of children.

(c) Indoor Supervision Requirements. When any child is indoors, each provider shall insure that all of the following requirements are met, in addition to the requirements of subsection (b):

(1) Each employee shall ensure that supervision is provided for children who are awake. The

employee shall be within sight of all children watching and overseeing the activities of the children.

(A) The employee stays in the unit to maintain ratio.

(B) The employee is able to respond immediately to any child in distress.

(C) The employee is alert at all times and aware of what each child is doing.

(2) Each employee shall ensure that supervision is provided for each child who is napping or

sleeping. (A) Each child who is napping or sleeping shall be within sight of the employee.

(B) There must be an employee in the separate napping rooms at all times when there is an infant napping in that room. Each employee shall meet all of the requirements of K.A.R. 28-4-440 Infant and Toddler Programs.

(C) When a child awakens and is ready to get up, the employee shall attend to the child's needs and assist the child in moving to another activity.

(d) **Outdoor Supervision Requirements.** When any child is outdoors, each provider shall ensure that all of the following requirements are met, in addition to the requirements of subsection (b):

(1) The employee determines the designated play area is enclosed with a fence or other secured entry/exit.

(2) The employee determines the play area is free of any potential hazards to the health and safety of the child.

(3) The employee visually and audibly checks on the child and responds as necessary to meet the needs of the child.

(4) For each child, the employee shall be outdoors at all times and remain within sight of and in proximity to each child, watching and directing the activities of the child.

(5) Each employee will refer to the picture diagram posted on or near the playground and position him/herself to ensure that all children are visible and easily reached and/or supervised at all times.

(6) Each staff member will make sure they have the right children by stating the child's name and matching the name/face when transitioning from one unit to another and when transitioning from inside to outside and outside to inside.

Child Protection

It is the law of the State of Kansas to provide for the protection of children who have been subject to physical or mental abuse and neglect, insuring the thorough and prompt investigation of these reports and providing preventative and rehabilitative service where appropriate to abused or neglected children and

their families so that, if possible, the families can remain together without further threat to the children. Children's Learning Center is required to report all suspected cases of child abuse.

Preschool Program

We have multiple preschool classrooms which range in age from 2 ½ to 6 years. All classes are designed to offer a stimulating learning environment in preparation for school. Teachers plan activities that address the diverse needs of each group and aid children in the development of self-help skills, social skills, gross and fine motor skills, language skills, and cognitive skills. We also foster creativity and a desire to learn, and encourage the children to feel comfortable, accepted and successful. The older preschool classrooms begin to introduce the Learning Without Tears curriculum into the lesson plans, which are based on Creative Curriculum practices. These classrooms in the 3 - 5 year old age group place more emphasis on Handwriting, Pre-Reading, and Pre-Math skills as the children approach the transition into Kindergarten, but still place a high emphasis on the social emotional learning and self-help skills needed to succeed as they progress in their educational journey.

TwoYear Old Program

The two year old classroom is designed to build upon the skills gained in the toddler years and continue the nurturing, exciting and educational opportunities for the children. Each classroom is staffed with a full-time lead teacher and teacher aides. The teaching staff works hard to prepare the children for the transition to Preschool. The classroom will build off the toddler curriculum, but will focus even more heavily on self-help skills, including toilet training and dressing. The curriculum will allow them to experience more activity choices and large group activities, becoming more structured as they approach Preschool.

Emphasis will still be placed on fostering inquisitiveness and the development of self-help skills..

Toddler Programs

The toddler rooms consist of eight, nine or ten children depending on the ages enrolled. The children are surrounded by toys and educational equipment suitable to their academic education at this level. There is a daily routine to help give them a sense of security. Play centered activities are planned in varied areas of development: Language, Small and Large Motor, Dramatic Play, Sensory, Music, Art, Pre-Literacy, Pre-Math, and Pre-Science. We provide a loving and friendly atmosphere for the children to discover new aspects about themselves and the world around them. Because of the toddler's age, close supervision and attention is paid to their hygiene. A daily record of their progress is kept.

Infant Program

The infant room consists of one room of six infants and is licensed for the ages of two weeks to twelve months. Preference is given to enrollment at 6 - 8 weeks at minimum unless extenuating circumstances exist. Children move to the toddler room when they are developmentally ready. The teacher/child ratio in the infant classroom is 1:3 with one full-time teacher and part-time aides. The children use toys and educational materials to enhance their physical, cognitive, emotional, and social development.

Close supervision and attention is paid to the infants' hygiene and safety. Diapers are checked or changed frequently. A daily record is kept of each child's naps, feeding, diaper changes and outside time. This record helps to establish continuity between the home and the Center.

Parents are responsible for providing diapers, wipes and in some instances formula. Mothers are welcome to breast feed their babies at the Center. Babies are held during bottle feeding unless the child is old enough and shows the desire to hold the bottle himself/herself. Each child has his/her own crib with laundry provided by the Center. We recognize the importance of developing a trust between the caregiver and the children as well as providing a stimulating curriculum. Babies learn new skills so quickly. Small motor, large motor, social, language, and individual developmental activities are conducted throughout the day.

Parental Responsibilities

ARRIVAL/DEPARTURE: Children's Learning Center requires that for the child's own protection the parent signs in the children at the appropriate area and signs them out at the end of the day. Attendance sheets are on classroom clipboards. When you leave with your child please make a point of checking your child's cubby and the Parent Message Board.

OPENING: The door to the Center will be unlocked precisely at 6:45 a.m.

EMERGENCY CLOSING: In the event of inclement weather, Children's Learning Center, Inc. may close to ensure the safety of the staff and children. We will close independently of the Lawrence Public Schools (USD497), but will take the schools determination into consideration. Generally the center will close when the roads are deemed unsafe for travel. In some instances, the school may run on a delayed start and open at 9 am. In the event of an emergency closing for any reason, an announcement will be made on local media, Facebook, and/ or Procure Connect no later than 6:00 a.m.

EXTRA CLOTHING: Extra clothing must be brought for each child with the clothing labeled with the child's name. Each child must have 2 complete changes of weather-appropriate clothing at the center. Parents need to put all possessions directly in the child's locker. Children should be dressed informally and comfortable so that they may participate in all activities. Since we include outside playtime whenever possible, the children should have coats, mittens, hats, etc. during the colder weather.

TOYS: Toys and other personal belongings should only be brought into the Center on sharing days specified by the individual classroom teacher. Please do not send toy guns or other war games to the Center.

MISSING POSSESSIONS: Children's Learning Center is not responsible for missing personal possessions.

GRIEVANCES: If at any time you are unhappy with the care your child is receiving, please discuss this with your child's lead teacher first and then the Director in a professional manner. We want you to feel free to come to us with your concerns. Your input as parents helps to maintain and improve our high standards of child care. If you are not satisfied with the way your complaint is handled, you can address these issues

in writing to our Board of Directors.

BIRTHDAY PARTIES: Parents who wish to attend a birthday party and/or bring extra items should contact the child's teacher to discuss appropriate items. Invitations delivered at the center should be given to all children in your child's class.

DIAPERS & WIPES: Disposable diapers and disposable wipes must be supplied by parents of children still in diapers. The Center has extra diapers on hand if a child's supply should run out. Parents will be charged \$1.00 per diaper used.

CURRENT EVENTS: Please check your child's cubby, watch bulletin board and calendar for current events. We will also post events on Facebook, ProCare Connect and our website at www.clc-ks.org. Your child's teacher will put current events on the monthly newsletter and the weekly lesson plans.

HOME CHANGES: Parents are asked to notify the staff of any significant changes in the child's home life, i.e. a death, new baby, father or mother away from home, a move to a new house, etc. This will enable us to give the child any extra attention needed in times of excitement or anxiety.

CONFERENCES: Parents are encouraged to make individual conferences with the staff members at any time to be held during hours which will not take the teachers away from the classroom. Feel free to talk to us! Formal evaluations are done twice per year and conferences will be scheduled following evaluations.

COMMUNICATION: The parent is responsible for keeping up with communication about school events and closings. We have several different means of communication at CLC. We utilize technology, paper communication, bulletin boards, and face-to-face communication. Some of the ways we use technology to keep parents informed is email, website, Facebook, and Procure Connect. The office sends out a monthly newsletter by paper and through email. Classes also create monthly newsletter and/ or weekly lesson plans to keep parents aware of events and activities. There are several bulletin boards and reminder boards throughout the center and the teachers try to inform parents during drop off and pick up times. Most school events and activities will be posted in several different communication forums. Ultimately it is the parents responsibility to make sure they are aware of days/times of special events, activities, and closings.

LICENSING: We are licensed by the Health Department and strive to maintain if not surpass their standards. Annual licensing evaluations will be made for license renewal. Drop-in visits also occur from time to time.

CONFIDENTIALITY: Confidentiality is very important in our family oriented center. Discussion of sensitive issues concerning other children, families and staff members with other families or staff should be avoided.

PARKING: Please keep a close eye on your child as well as other children during drop off and pick up times.

Parental Involvement

We encourage parents to become involved with their child's school. We welcome parents as volunteers and can utilize volunteers in various ways: serving on committees on our Board or on the Douglas County Child Development Association Board, supervision for occasional field trips, attending various school activities, volunteering at school functions, keeping informed of Center activities by reading newsletters, special notices, conferring with teachers, and donation of requested craft materials.

Staff Positions and Responsibilities

Staff positions and responsibilities are listed below. All staff members are responsible for supporting and cooperating with the purpose and goals of the center and are responsible to the Board of Directors. Specific job descriptions and personnel policies for each staff position are made available to each staff member at the beginning of employment. All employees are screened by the KBI upon employment and a fingerprint background check is done within the first 30 days of employment. Within the first 30 days of employment, new employees also go through orientation and required training classes that are necessary for competence and compliance in an early childhood classroom.

Executive Director - The Executive Director's main responsibility is the overall operation of the child care center in a manner that contributes to the growth and development of children. This includes implementation of the center's purpose, goals, and philosophy. The executive director is also responsible for maintaining monthly bills, payroll and other financial records which are prepared and sent to an outside accountant quarterly and annually. The director administers this program and other programs in accordance with policies set by the Board of Directors.

Program Director - Assists the Executive Director in the overall operation of the center and is also responsible for the overall operation in a manner that contributes to the growth and development of children. The Program Director supervises office work including the maintenance of health records, children files, staff files, attendance records, monthly bills, child care food program, etc. The Program Director performs the duties and responsibilities of the Executive Director when the Executive Director is performing duties elsewhere.

Teacher - The Lead Teacher's responsibilities include planning and conducting the daily program for the classroom of children.

Teacher Aide - The main responsibility of the teacher's aide is to assist one or more teachers as directed. Each aide is responsible to the teacher in the classroom in which he or she is working.

Cook - The cook is responsible for safe preparation and storage of all food items. This includes the preparation of breakfast, lunch, and afternoon snack as well as being responsible for maintenance of the food program menu book in accordance with the Child and Adult Food Program which is sponsored by the Kansas State Board of Education.

Cook's Helper - Is responsible for assisting the cook with meals and cleaning dishes after meals.

What are the steps that CLC management and teachers are taking to minimize the spread of COVID-19?

- All management, teachers and support staff will be required to wear face masks while working at Children's Learning Center. Children will not be expected to wear masks or social distance due to their developmental levels of understanding on this topic.
- Handwashing, sanitizing, disinfecting have always been a practice in child care but we will be increasing these throughout the day in the classroom, on the playground, inside and outside of the building as recommended by Kansas Department of Health and Environment and Center for Disease Control.
- Teachers will have a change of clothes with them during every working shift and change during the day if their clothing gets contaminated with body fluids at any time throughout the day. • Teachers have been trained on signs and symptoms of COVID-19, how to properly sanitize and wash hands, and will remain in their assigned class with their assigned students.
- There will be no early late rooms or combination rooms. A minimum of two specific teachers will be staffed in your child's class from the first drop off until the last pick up.
- There will be no cross contamination between classrooms even during assigned playground time. • Meals will be served on disposable tableware. Kitchen staff will not come into classrooms and all buckets, milk gallons and carts will be sanitized prior to entry into the classroom and when they are returned.
- Mops, vacuums and other sharable cleaning supplies will be sanitized between classroom use every time in between each classroom.

Changes have been made to the Exclusion Policy:

- **Fever**- any child with a fever of 100 degrees or higher will not be admitted into the center. If a child has a fever within the school day, they will be sent home and the parent will be required to pick up within 30 minutes of the phone call from the school. **Children will have to be fever free for 72 hours (3 days) without fever reducing medicine before returning to school.**
- **Diarrhea** - Symptom free for 72 hours (3 days)
 - **Cough** - child will be sent home if they have a persistent cough that is presenting throughout the day
 - **Behavior** - if your child has to be removed from the classroom due to behavior, you will be called to pick your child up from school. Behavior that would rise to the level of removal of a child from the

classroom would be anything that is deemed an extreme disruption in the learning environment or a physical safety to other students or teachers that can not be deescalated. In the past, children would come to the office and management would attempt to help calm children down and alleviate disruption to the classroom as a whole. Another strategy we would use is having a teacher take a walk with a child throughout the building to help the child calm down so that we can discuss appropriate behavior on a level that is understandable by the child's developmental cognitive level. Due to COVID-19 transmission and our dedication to minimize the risk to all of our staff, children and families enrolled at CLC, we are no longer able to implement these strategies without potentially putting other people at

risk. If your child is sent home due to their behavior, you will be required to communicate a plan of how you discussed the behavior at home and strategies that we can agree on between home and school to minimize this type of disruptive behavior. If removal from the classroom due to behavior becomes habitual (frequently throughout the week), CLC's executive director or assistant director reserves the right to temporarily suspend or terminate child care.

- **COVID-19 exposure** - At the moment we are having discussion with county and state level child care agency policy makers to find out what the best plan for school wide safety if we have a direct or indirect case of confirmed COVID-19 within the CLC population. We will keep all families updated as we have more information on this specific exposure plan.

Changes that we are expecting from children, parents and families:

- Morning Health Checks will be required for all children and staff prior to entry into the building. Morning health checks will include checking temperatures, basic observation of the child's (or teacher's) appearance and demeanor, and a series of questions asked to the parent or staff.
- We are requesting that the same parent drop off and pick up each day to minimize the germs that are brought to the school from the workplace environment each day. Although parents will not be going throughout the building, this is still a strong recommendation by KDHE and CDC and we are going to do our best to follow best practice to protect your children and our teachers at CLC>
- Parents will not be permitted in the building past the entrance. You will need to stay with your child during the morning health check that will be conducted by the Executive Director and one assigned staff member. After the health check, you can prepare your child for your departure to work and the assigned staff member will walk your child to their assigned classroom. I do recommend having some sort of daily routine that will help your child with separation from their parent or guardian. Children in the Early Childhood years often have a difficult time understanding separation and will likely cry or put up a fight of some sort upon a parents departure. Becky Bailey has some great resources about routines that help young children with these concepts. "I Love You Rituals" that she has published have proven very effective. I would also recommend reading a book each night that discusses parents going to work and how they always come back. One example of a book with this specific topic is "The Kissing Hand". Children respond very well to routines, books written at their developmental level, and preparation prior to the event. If you would like more advice or resources on how to prepare your child for the changes that will be taking place due to COVID-19, please reach out to me at cclcrtr@gmail.com or (785) 220-5707 and I would be happy to help you with this upcoming struggle.
- Due to health checks and families not entering the building past the entrance, there may be some waiting time to drop your child off and pick your child up. Please be patient as we navigate this obstacle and be sure to maintain social distancing during your wait times.
- Communication between teachers and families will likely take place via technology applications such as Procure. Management and teachers are looking for creative and innovative ways to keep parents informed and connected with their child's education. We will continue to reach out to parents and communicate our thoughts and ideas. We value parent input and see the entire school population as a team environment. The saying "It takes a village to raise a child" could not ring more true than during an unprecedented even such as the COVID-19 pandemic. We welcome any ideas you have in this area that would help you feel more comfortable and connected to the school as we try to find a new normal.
- At this time we are limiting tuition payment to check, money order, online DCF payments or monthly/bimonthlyACH draft payments. Please contact the school's Executive Director, CeCe, with any questions regarding tuition payment.
- We are asking families to take extra precaution in monitoring your child's health daily. Please keep them home if illness is suspected. If we have a confirmed case that is directly related to Children's Learning Center, it is highly likely that we will have to close the school for a minimum of 14 days. Doing this disrupts many essential workers from being able to go to their jobs and keep the community safe. Please be conscious of the importance of keeping your child home if they are showing any signs of illness.
- All parents/guardians will be required to sign a waiver of understanding when you bring your child back

following the COVID-19 related school closing. The understanding will be ready for you to review on Monday, May 4th prior to your child's entrance into the school. Your signature will confirm that you have read and understand the new policies put in place for your child's protection. It will also confirm that you understand that even with the recommended precautions, group child care will pose a risk of communicable disease transmission to your child and family. Unfortunately, sharing germs is a risk of every child care program and even with the best practices can not be completely eliminated.