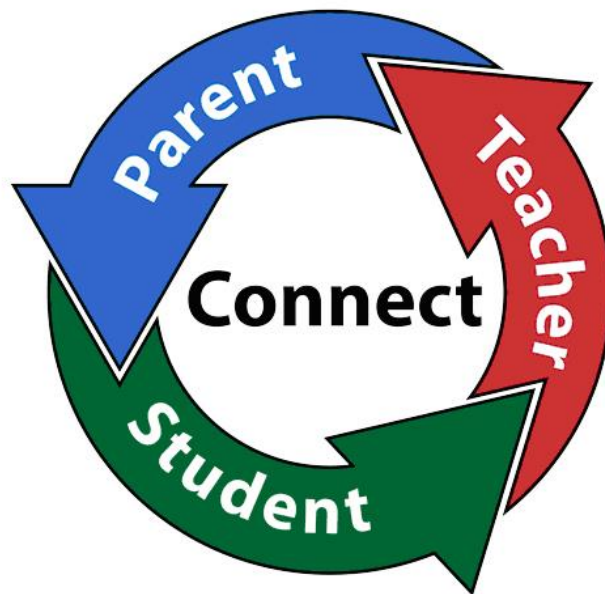




Parent Handbook



Crayons 2 Pencils Early Learning Center

800 Colonial Circle Suite 123 Norwalk, IA 50211

Business Phone: 515.285.5322

Crayons 2 Pencils Recreation Center

515 Sunset Drive Norwalk, IA 50211

Business Phone: 515-243-2802

Email: crayons2pencils.com **Website:** www.crayons2pencils.com

Contents

Our Philosophy 7

..... 7

License Numbers for both Locations 8

Crayons 2 Pencils Early Learning Center 8

Crayons 2 Pencils Recreation Center 8

Determining Allowable Number of Children in Care 8

..... 8

Entry into the Building 8

Non-English-Speaking Families 8

Prior to Staff Starting 9

 Required Staff Trainings 9

Universal Precautions 9

First Aid & Infant, Child and Adult CPR 9

Prevention of SIDS and use of safe sleeping practices 9

Administration of Medication 9

Prevention of and response to emergencies due to food and allergic reactions 9

Building and Physical Premises Safety 9

Prevention of Shaken Baby Syndrome and Abusive Head Trauma 9

Emergency Preparedness and response Planning 9

Handling and Storage of Hazardous Materials 9

Precautions in Transporting Children 9

 On Going Staff Development 9

 Staff Expectations: 10

Important Daily Hours & Times 11

Payments can be made the following ways: 11

ACH – This is where we pull it out of your account weekly. I process payments for the following week every Friday. IF I process payments before noon on Friday it should come out of your account on Monday. If I process payments after noon on Friday you will see it come out of your account on Tuesday 11

Rates & Fees 12

	3
Registration Fees	12
Conferences - General Developmental Sequence.....	13
AEA Services	15
Vision Screening.....	15
Parenting Tips.....	15
Procure Connect	15
Facebook	15
What to expect for Infant to age 2	16
What to expect for Children Age 2-3.....	17
What to expect Children– Ages 3-4.....	18
What to Expect for Children Pre-k– Ages 4-5 We use the Creative curriculum.....	19
What to expect for School Age Children K-5th Grade.....	20
Yearly Themes and Activities.....	21
Creative Curriculum – Creative Curriculum.....	21
Full Time Only.....	22
Weekly Tuition.....	22
Payment when the center is closed	22
Reserving a Spot	22
Returned Checks.....	22
Hours of Service/ Attendance	22
Part Time Options for Full Day & School Age	23
Personal Items	23
Safety Measures	23
Health and Safety & Sanitization.....	24
Immunizations & Medical Records.....	24
Injuries	24
Medication.....	24
Care for Children with Food Allergies	25
Allergies	25

	4
Sickness.....	26
If your child becomes ill at school	26
Water Safety:.....	29
Emergency Preparedness	29
Emergency and Evacuation plans.....	30
Serious Injury:.....	30
Dental Emergency	30
Fire:.....	30
Smoke Free Facility & Staff.....	31
Lock Downs.....	31
Contact Numbers.....	31
Center Closings	31
Staff Development Closing	31
Bad Weather:.....	31
Strangulation Prevention:	31
Missing Child:.....	32
Playground Safety:.....	32
.....	34
Sanitation Information	34
Gloves.....	35
Bleach	35
Bathroom & Diapers.....	36
Toilet Learning/Training Equipment.....	36
Accidents & Soiled Clothing.....	37
Diaper Changing Procedures	37
Hand Washing	38
Classroom Cleanliness	39
Classroom Cleaning Schedules	39
Definitions of Cleaning as Directed by the NAEYC	40

	5
Cleaning our Tables, Chairs and Changing Pads	40
Meals/ Snacks	40
Nutritional Director	40
Menu	41
Meal Times	41
Birthdays.....	41
Babies & Feeding	42
Helpful Warming Infant Bottles Tips	42
<i>Nutrition For Infants</i> http://cfoc.nrckids.org/StandardView/4.3.1.9	43
Infant Feeding Policy	43
A Child Care Provider’s Guide to Safe Sleep.....	44
Infant Safe Sleep Policy:	46
Toy Safety	46
Outdoor Play.....	46
Our Playgrounds	47
Playground Inspections	47
Weather Chart.....	48
Drinking Water	48
Sunblock	48
.....	49
Working with your Child <i>Redirecting your child</i>	49
Positive Behavior Plan:	49
Discipline Plan.....	50
Biting.....	51
Bad words.....	52
Notifying Parents.....	52
Nap Time	53
Parent Meetings	54
Termination	55

Communication	55
Cell Phones and Smart Watches.....	55
Seasonal Activities	56
Halloween Party	56
Christmas and our Christmas Program.....	56
Easter Fun.....	56
Tie Dye.....	56
Field Trips for School Age Kids.....	57
School Supply List	57
First day of School	58
Daily Attendance:	66
Sack Lunch.....	71
Milk: Milk is required to be served at every breakfast or lunch. If your child is allergic to milk, we need a written note from their pediatrician stating that they cannot have milk. If that is the case, you will be asked to provide the milk substitute that they can have. Anything that you bring in should be sealed. The date will be monitored to make sure it is served with in its appropriate time frame. Parents are required to bring in the milk substitute for their child as listed on the doctors note. No substitutions can be made. It has to be just what the doctor said they could have. Menu: Our nutritional director will create menus that are posted at the entrance of the building. This will help you and your child know what meals will be served each day. They are posted every Friday afternoon for the following week.	71
ALL Children with an allergy will need to have an Action Plan filled out. Please stop by the office to get a form.	72

We follow guidelines set by Caring for our Children by the National Resource Center for Health and Safety in Child Care and Early Education. As you read through the handbook you will links from the above site that helps us make the decisions we do when it comes to keeping the kids, center and staff safe for all involved .

Our Philosophy

We focus on problem solving, decision making and self-help, while promoting interpersonal communications. These are key elements which contribute to the child's development, self-esteem and confidence. We believe every child no matter what age deserves to be involved in group activities! We are dedicated to helping each child discover their unique potential – academically, socially, and interpersonally.

We offer a variety of hands-on learning experience for each child. We know that no two children are the same so we work to provide many different learning styles to better accommodate each child. Children will learn through hands on learning, group settings, from their peers and individual time with the teacher. We will also teach your child self-help skills such as zipping up their jackets and putting on their own shoes. We also teach children different ways to communicate with one another. A few examples we will teach the children are “when you are done, can I have a turn”, “what can I be”.

Each week the children will experience a new and exciting theme. Each theme will come with its own learning activities, games and songs. Please look for the attached theme schedule for the year handed out at the time of enrollment. You will also receive a monthly newsletter with reminders of our weekly themes as well as parent tips.

Your child will learn a variety of things during our time together. Depending on your child's age, we will learn about letters and their sounds, rhymes and patterns, shapes and colors and so much more. We will learn about the community as we take tours of the post office and banks and the library. We will have a variety of science activities throughout the year. We will watch tadpoles turn into frogs and caterpillars turn into butterflies.

We will use a variety of sensory activities to learn about our lessons. We may use shaving cream on the table to write or letters or play a game to learn about our letters. One example of a game we will play would be going on a pirate treasure hunt through the neighborhood as we find the hidden letter X's. The X's will lead us on a trail to a treasure box with pirate treasures inside. As you can see this is not your traditional classroom setting. This is a program geared to create a love for learning!



License Numbers for both Locations

Crayons 2 Pencils Early Learning Center

Crayons 2 Pencils Early Learning Centers is 27088

Ages of children: Birth-Pre-K Students -

800 Colonial Circle

Norwalk, Iowa 50211

515-285-5322

Crayons 2 Pencils Recreation Center

Crayons 2 Pencils Recreation Center Licensing Number: 51068

Ages of Children: Pre-K-School Age Students

515 Sunset Drive

Norwalk Iowa 50211

515-243-2802

Entry into the Building

We have a secured building meaning all doors from the outside are locked. Parents have unlimited access to their children. You will be given a code that allows you to come in and out freely. We also have a doorbell option if you need it for any reason.

If for some reason, you are worried about entering the building due to someone else standing by you. You can ring the doorbell and we will meet you at the door.

Determining Allowable Number of Children in Care:

The following chart summarizes the limits on the number of children that can be in care for Crayons 2 Pencils Preschool at any one time.

Two weeks – 23 Months	1 Adult – 4 Children (3 classrooms this age) C2P Cap – 32 Multiple babies/1's classrooms
Two Years Old	1 Adult – 7 Children (2 classrooms this age) C2P Cap – 34 * Multiple 2's classrooms
Three Years old	1 Adult - 10 Children (3 Classrooms this age) C2P Cap – 52 * Multiple 3's classrooms
Four & Fives Not in School	1 Adult – 12 Children (3 Classrooms at two locations) C2P Cap – 72 * Multiple Pre-K classrooms
Five – Ten Years Old Children attending School	1 Adult – 15 Children C2P Cap 150 * All school age children attend Crayons 2 Pencils Recreation Center

Referral of Central Iowa | Orchard Place -

808 5th Ave, Des Moines, IA 50309

1.800.722.7619 - 515.246.3560 - Fax 515.246.3570 |

ccrrinfo@orchardplace.org

Non-English-Speaking Families

**Families that do not speak English or need sign language, I will do my very best to find someone who will be able to translate information and answer all your questions. I will also use picture cards to further assist children in our program when needed. If at any time, you do not understand anything about our program, you are always welcome to contact me with any questions or concerns

If you have trouble reading or understanding English, please let the office know and we will get someone to assist you.

Prior to Staff Starting

All potential staff are interviewed with the directors of the center. After they have interviewed with the directors, they get to spend 15 – 30 supervised minutes in a classroom of the director's choice. If the director thinks that the person interviewing for the position would be a good fit then they start the next phase of background checks.

1. The director will perform a federal background check done online. This gives instant clean record or not a clean record.
2. The potential teacher will obtain a work physical stating they are able to work with young children
3. The teacher will then be able to start. They will then be sent to the police station to get a fingerprint done so that can be sent off for even further background checks.
4. The employee will then begin taking the trainings as required by DHS
5. The employee will get on the job training by both the directors and other teachers in the classrooms.

Required Staff Trainings

Our goal is to provide the best possible care for children. In doing so DHS had put together a variety of required trainings all staff to take. Each staff will be required to complete these after they begin working at Crayons 2 Pencils Early Learning Center

Mandatory Child Abuse Reporter *This means all staff are Mandatory Child Abuse Reporters.	Universal Precautions	First Aid & Infant, Child and Adult CPR	Prevention of SIDS and use of safe sleeping practices	Administration of Medication
Prevention of and response to emergencies due to food and allergic reactions	Building and Physical Premises Safety	Prevention of Shaken Baby Syndrome and Abusive Head Trauma	Emergency Preparedness and response Planning	Handling and Storage of Hazardous Materials
Precautions in Transporting Children				

On Going Staff Development

It is very important to Crayons 2 Pencils that our staff be constantly learning and growing. We do go above and beyond to normal DHS required training hours. DHS requires staff to have 12 hours of training per year. We do require our staff to have a minimum of 15 hours of training in addition to our staff training days. We have 2 staff training days in which the center closes down so we can have the staff come in for extra learning and support.

Staff Expectations:

Finding quality staff is our number one goal. In order to make sure staff are meeting our high standards we have a variety of things that observe once a staff has started at Crayons 2 Pencils. While we never want to let staff go, sometimes we have to do what is the best for the classroom. For some of our teachers we are here as just a stepping stone and for others we are a lifelong family. Below are some ways that we are evaluating staff.

- Attendance Record – We know that everyone will need days off for a variety of reasons but constantly calling in, showing up late is not acceptable. We count on our staff to be here on time each day. Staff members who fail to show up to work at their scheduled times will receive a warning or possible termination.
- Laziness in the classroom vs Engaging lessons and activities – Each classroom has a list of required lessons and activities they need to do each day. While each room has downtime, we expect teachers in your child’s room to be engaged, providing lessons and using their nap time wisely.
 - Cindy Gavin our Assistant Director and Academic Advisor creates the literacy and math lesson plans daily for most of the classrooms. We meet with the teachers to teach them how to teach their students. We have team meetings ongoing throughout the month with all classrooms. Teachers who do not follow the expectations could also be terminated. Our center is to help children learn and grow through hands on interactive activities.
 - Each week the teachers have a fun theme for the kids to learn about. Your child’s teacher has the option to create their own activities to use for these or to use our Lesson plan already created activities for each them located on our staff hard drive.
- Classroom Changes: Sometimes we may have to move a teacher to a different classroom. Not because of anything they have done wrong but for a number of reasons. The most common reason is they have a passion for one age vs another age. We have found that teachers with a passion for working with babies and toddlers don’t have the same passion when working with pre-K or school age. Sometimes we don’t see the passion until we see them in action. Sometimes we may have to change a teacher to a different classroom for staffing needs.

What we want each parent to know is that both Cindy and Jill are constantly monitoring all classrooms and teachers during the day. We know what is going on throughout the center at all times. We are a constant face in the classrooms. All teachers are used to the directors being in the classrooms helping out. During the day we spend a lot of time in the classrooms. We know each child by name. Many times, we go in your child’s classroom for a special story or activity.

We know that change is never what any parent ever wants to see in their child’s classroom but know that we put the needs of the classroom first and always want to have the best for your child.

If a teacher gives a two week notice we have the option to put them into “on call” status the last two weeks. This is not because we don’t want them at the center but it is because we find that in some cases a teacher simply checks out when they know they are leaving. In most cases, we do not rehire someone who previously worked at the center. If they have left once, there is a high chance they may do so again in the future. We hate turnaround.

If a teacher has any type of investigation going on while employed at the center, they will most likely be put on unpaid leave until we have the clear from DHS. Even with the clear we may choose to or not to bring them back. We never want parents to have any doubt in their mind as to the care their children are receiving.

Important Daily Hours & Times

Full Day Programs

Location: Crayons 2
Pencils Early Learning
Center Campus at 800
Colonial Circle Norwalk,
Iowa 50211

Doors open at 7:00 AM. - If you arrive prior to 7:00 AM, please wait until 7:00 AM to enter the building.
Teachers are using that time to get their classrooms set up, get breakfast brought in and get ready for the day.
Our Center closes at 5:30 Sharp.
Parents are asked to be at the center no later than 5:25
Breakfast, Lunch and PM Snack will be provided daily.

School Age Programs

Location: Crayons 2
Pencils Recreation Center
Campus
515 Sunset Drive
Norwalk, Iowa 50211

Doors open at 7:00 AM. - If you arrive prior to 7:00 AM, please wait until 7:00 AM to enter the building.
Teachers are using that time to get their classrooms set up, get breakfast brought in and get ready for the day.
Our Center closes at 5:45 Sharp.
Parents are asked to be at the center no later than 5:40
Breakfast, Lunch and PM Snack will be provided daily on days when the children do not have school. On school days, only a snack is served.

School Age Transportation

Crayons 2 Pencils
Recreation Center
k-5th Grade

****Crayons 2 Pencils Early Learning center does have a small School age program limited to 15 kids and must have younger siblings enrolled**

Children enrolled at Crayons 2 Pencils Recreation will have transportation provided by Crayons 2 Pencils if they attend Oviatt Elementary School or Orchard Hills Elementary School. Children enrolled at Lakewood Elementary school will need to sign up with the Norwalk school district to ride the bus from Lakewood to the Recreation Center.

NO elementary school students will be at Crayons 2 Pencils Early Learning Center Campus.

Payments can be made the following ways:

ACH – This is where we pull it out of your account weekly. I process payments for the following week every Friday. IF I process payments before noon on Friday it should come out of your account on Monday. If I process payments after noon on Friday you will see it come out of your account on Tuesday.

Rates & Fees

We offer a 5% discount on the oldest of the 3rd full time student. There is a \$75 registration fee plus a \$50 renewal registration fee due at the time of enrollment or renewal registration. Registration forms are only good for 1 year and will be filled out each January for the following school year.

Children under the age of 1	Rates- vary year to year. There is usually a \$10-\$30 annual rate increase. Please see your contract for current years rates.
Children 2 and under	Rates- vary year to year. There is usually a \$10-\$30 annual rate increase. Please see your contract for current years rates.
Children ages 2 & 3	Rates- vary year to year. There is usually a \$10-\$30 annual rate increase. Please see your contract for current years rates.
Children Ages 3 & 4	Rates- vary year to year. There is usually a \$10-\$30 annual rate increase. Please see your contract for current years rates.
Rates- vary year to year. There is usually a \$2-\$5 annual rate increase. Please see your contract for current years rates.	Rates- vary year to year. There is usually a annual rate increase. Please see your contract for current years rates.
School Age Children Recreation Center or School age children at the Early Learning Center	Rates- vary year to year. There is usually a annual rate increase. Please see your contract for current years rates. School year rates are set from June – May each year but in extreme situations we do have the right to do a mid-year increase with at least 4 weeks' notice.

Registration Fees

A non-refundable initial registration fee in the amount of \$75.00 is due at the time of registration for each program your child is enrolled in. Your Registration will need to be turned in in order to hold your child's spot in the program. This is an annual registration fee and will need to be paid each year. This registration fee reserves your child's spot in the program and aids in the supplies for your child for that year. Registration fee is non-refundable.

Renewal fees for children enrolled prior to the start of the new school year is \$50. This will be due at the time of renewal Registration.

Conferences - General Developmental Sequence

Each year we will hold conferences in October and again send home assessments multiple times per year so we can track your child's progress. A sample version of some of the assessments we use are as follows:

The image displays several sample assessment worksheets:

- Skills Checklist:** A table with columns for Fall, Winter, and Spring, and rows for various skills like 'Says at least 10 words', 'Points to what they are wearing', and 'Can they bring an object when asked "Can you get the ball?"
- Number Recognition:** A grid with numbers 1-19 and a 'How many dots are in each rectangle?' activity with dot patterns.
- Picture Find Identification:** A worksheet with images of a cat, apple, dog, fish, banana, spoon, house, bus, chair, and blocks, each with 'F W S' labels.
- Dot Markers:** A worksheet with a grid and instructions to draw a dot in each square.
- Shapes:** A worksheet with shapes (square, circle, triangle, heart) and a 'How high can the child count?' activity.
- Fine Motor Activities:** Worksheets with instructions like 'I can kick a ball', 'I can crawl through a tunnel', 'I can walk on Tip Toes', 'I can catch a ball', 'I can roll a ball back and forth', 'I can throw a ball underhand', 'I can turn a page in a book all by myself!', 'I can drop objects into a container', 'I can stack 3-5 blocks', 'I can add to get to a short story', 'I can add to get out of a story', 'I can make a mark on the page with the crayon when trying to draw', 'My favorite toy to play with in class is:', and 'My favorite song to sing is:'.

This page presents typical activities and achievements for children from two to five years of age. It is important to keep in mind that the time frames presented are averages and some children may achieve various developmental milestones earlier or later than the average but still be within the normal range.

We will have our 1st conferences in October and our 2nd conferences in May. I will talk about their weaknesses, strengths, friends and more. I will include attachments of some of your children's work as well as new things for you to be working on at home.

Our conferences take place in the evenings and last 15 min. We will use sign up genius website as our way to have parents sign up for a time that works for them. If the times listed on the sign-up sheet will not work with your schedule, we will set can set a time that does work for you.

Children will be evaluated ongoing during the school year. This helps us to ensure that we are getting each student where they need to be prior to entering kindergarten. I have attached a copy of blank evaluation forms to help you see the variety of areas we are working on during the school year.

We will them set up an action plan of things that you can work on at home and what I am going to do here for your child. I will give you additional items to help you at home such as flash cards if needed or take-home games that may help your child.

During the year if I notice some behaviors that may make me feel your child could use additional assistance more so than I can give them, I will give you names of those who might be able to further assist your child. These are not limited to but include a speech therapist, eye or ear dr.

I have conferences set aside during the year however you are welcome to set up a time to talk with me at any time. I will talk to each parent at pick up time and let you know how your child's day went, what we did and if I have any important information to give you.

This information is presented to help parents understand what to expect from their child. Any questions you may have about your child's development should be shared with his doctor or teacher. Our Children Birth to age one we use the Ages and Stages for our assessments.

Physical Development

Walks well, goes up and down steps alone, runs, seats self on chair, becoming independent in toileting, uses spoon and fork, imitates circular stroke, turns pages singly, kicks ball, attempts to dress self, builds tower of six cubes.

Emotional Development

Very Self-centered, just beginning a sense of personal identity and belongings, possessive, often negative, often frustrated, no ability to choose between alternatives, enjoys physical affection, resistive to change, becoming independent, more responsive to humor and distraction than discipline or reason.

AGE 2

Social Development

Solitary play, dependent on adult guidance, plays with dolls, refers to self by name, socially very immature, little concept of others as "people." May respond to simple direction.

Intellectual Development

Says words, phrases and simple sentences, 272 words, understands simple directions, identifies simple pictures, likes to look at books, short attention span, avoids simple hazards, can do simple form board.

Physical Development

Runs well, marches, stands on one foot briefly, rides tricycle, imitates cross, feeds self well, puts on shoes and stockings, unbuttons and buttons, build tower of 10 cubes. Pours from pitcher.

Emotional Development

Likes to conform, easy going attitude, not so resistive to change, more secure, greater sense of personal identity, beginning to be adventuresome, enjoys music.

Age 3

Social Development

Parallel play, enjoys being by others, takes turns, knows if he is a boy or girl, enjoys brief group activities requiring no skill, likes to "help" in small ways--responds to verbal guidance.

Intellectual Development

Says short sentences, 896 words, great growth in communication, tells simple stories, uses words as tools of thought, wants to understand environment, answers questions, imaginative, may recite few nursery rhymes

Physical Development

Skips on one foot, draws "Man", cuts with scissors (not well), can wash and dry face, dress self except ties, standing broad jump, throws ball overhand, high motor drive.

Emotional Development

Seems sure of himself, out-of bounds behavior, often negative, may be defiant, seems to be testing himself out, needs controlled freedom.

Age 4

Social Development

Cooperative play, enjoys other children's company, highly social, may play loosely organized group games - tag, duck-duck-goose, talkative, versatile.

Intellectual Development

Uses complete sentences, 1540 words, asks endless questions, learning to generalize, highly imaginative, dramatic, can draw recognizable simple objects.

Physical Development

Hops and skips, dresses without help, good balance and smoother muscle action, skates, rides wagon and scooter, prints simple letters, handedness established, ties shoes, girls small muscle development about 1 year ahead of boys.

Emotional Development

Age 5

Social Development

Highly cooperative play, has special "friends", highly organized, enjoys simple table games requiring turns and observing rules, "school", feels pride clothes and accomplishments, eager to carry out some responsibility.

Intellectual Development

Self-assured, stable, well-adjusted, home-centered, likes to associate with mother, capable, of some self-criticism, enjoys responsibility. Likes to follow the rules.

2,072 words, tells long tales, carries out direction well, reads own name, counts to 10, asks meaning of words, knows colors, beginning to know difference between fact and fiction-lying, interested in environment, city, stores, etc.

<http://www.childdevelopmentinfo.com/development/devsequence.shtml>

AEA Services

Crayons 2 Pencils works closely with AEA. They provide free services to the family for speech, academic delays and behavior concerns. If parents or teachers feel that there is cause for some concern, we will set up a meeting to discuss some options. If AEA gets involved they will reach out to you to let you know what the process will be after they have done their initial evaluation. For speech, they usually just come to C2P once or twice per week to work with your child. If your child qualifies for special services in which AEA has requested your child attend Oviatt Elementary school during their preschool years, they will no longer be allowed to attend Crayons 2 Pencils as they need additional help that Crayons 2 Pencils is unable to provide them. We do not offer a wraparound program or a part time program.

Vision Screening

We work with the local lion's club to perform vision test on the children. You will be given the results a few weeks after they test the children. You will have to fill out a permission slip to allow your child to be screened. It is a very simple tool. The children look into a machine and it takes a picture of their eyes.

Parenting Tips

At Crayons 2 Pencils we know that little ones do not come with a handbook. We want to be able to provide you with some training tips to help as you navigate parenthood. We also can set up parent trainings and tips one on one if this is a service you would like.

Procare Connect

For our children that attend our full day program we use an app called ProCare that you will get access too. This will allow you to be able to communicate directly with your child's teacher during the day. We will also use this app to share accident reports and update you on your child's day to day activities. The teachers will also sign your child in upon arrival and out when they leave.

Facebook

Each classroom will have a private facebook where teachers will post pictures and video clips from the day. We will also post the weekly lunch menu on this page every Sunday evening. Feel free to invite Grandparents to join the facebook page too. We will also use this platform to update you on events going on around the center as well as share our newsletters.

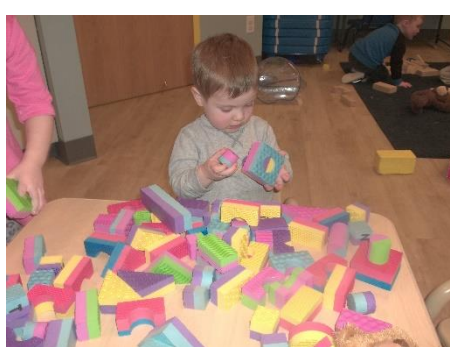
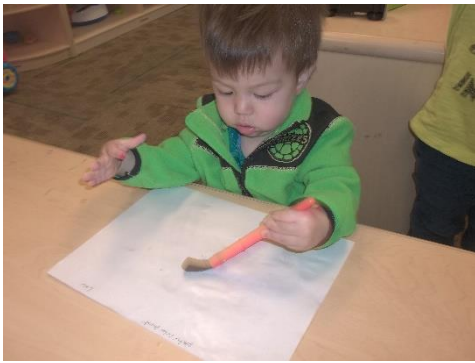
What to expect for Infant to age 2

At Crayons to Pencils Early Learning Center we believe that no child is too young to learn. In our younger rooms we provide just the right amount of love, nurture and learning for each student. Our rooms are equipped with child size furniture that is just right for their age.

We introduce the students in classroom to a wide range of activities from reading stories cuddled up on a teacher lap to chasing bubbles across the room. The kids in this room will work on their large motor skills as they gain knowledge in crawling, walking, running, jumping, babbling, talking and using their manners.

Every week something fun and exciting is going to take place. They will sing songs, play games and learn about the colors and the world around them. You will find teachers playing on the floor with your little one each day. We know that you would much rather be home with your child so we do our very best to fill in for you while you have to be away. While they are at Crayons 2 Pencils we love them as if they were our very own little baby.

We don't want you to miss out on anything while you are away. We take pictures daily and send them to you or put them on our Facebook page. This is just one extra way we are able to keep you connected with your little one.



What to expect for Children Age 2-3



Our program is for children who are ages two and young threes. The children in this class have 3 years until they will attend elementary school. This is a great program for children to learn to break away from mom and dad for short periods of time. Our program will introduce new motor skills that will give them an edge as they get older. We will work on holding pencils, using scissors and glue sticks. We will enhance hand eye coordination as well as large motor skills.

A few examples of fun activities you can expect from your child's class:

* Using scissors to cut play-doh * Using expo markers to trace their name * Using child tweezers to pick up small items and sort them * Tearing paper and learning how to glue it down * Bowling with apples and Giant plastic bowling Pins * Tumble Time: We have a gymnastics mat that we get out and practice summer saults and rolling activities

* Water Fun: we will use water droppers to mix different color of water together* Parachute fun with different color of balls and scarfs * Hula Hoop Sorting- we will sort different color of balls into the matching hula hoop that matches the color of the ball * Building with small, medium and large Legos * Noodle fun – sorting, scooping and making necklaces with them * Painting with small, medium and large paint brushes and foam brushes and dot paints

* Apple Fun- Tasting different types of apples, painting with apples and counting apples

The list goes on and on. I just wanted to give you a few ideas of the fun things that will take place in class.

In addition to the above, the children will get large group, small group and one on one with the teachers. In this class you can expect the teachers to be on the floor playing right along the children. We will be eating lots of play food and dancing right along to the music they play on their musical instrument. We will learn to take turns, keep our hands to ourselves and increase our vocabulary.

Children in this class do not need to be potty trained. We will talk about it in class. It is normal for them to start potty training while in this class so don't worry about sending them in underwear to class those first few weeks of learning. This is a learning class and accidents will happen. All I ask is that you have taken the weekend to work with them at home first before you bring them in underwear. Let us know the special words you use to go potty such as potty, pee pee and do they stand up or sit down.

In this class they are going to make so many new friends. In the beginning of the year your child will do what we call parallel play. That is where they play right along the side of someone but they don't actually talk and engage in each other. As time goes on and their vocabulary increases you will see them interact even more. It is so exciting to watch the progression in class. promise you won't miss out while your child is away. I will take lots of pictures to make you feel like you were right there with them. It won't be long before you hear them in their bed singing songs they learned in school and naming all their dolls kids from their class.



What to expect Children– Ages 3-4

This class is geared towards children ages three and young fours. The children in this class will have two years until they enter kindergarten. This class is a great start to those learning to be away from mom or dad for short periods of time. The kids in your child's class will be the same kids they enter Kindergarten with in the years to come. You child will get to play in large group, small group as well as have one on one with each teacher. They will get to play along children their own age that will teach and challenge them to learn even more each day. This class is about building confidence and enhancing their social and academic skills. They will become more independent as the year goes on by learning to use the restroom on their own, clean up their messes and gather their things at the end of the class. The children get cheered on and praised and leave the classroom each day feeling very special.

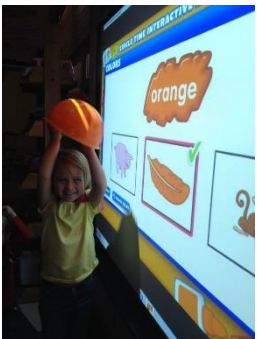


We believe that children learn through play and what better way to learn than when you have no idea you are learning at all. You child will be introduced to a whole new world of learning. They will learn to recognize, trace and write their own name. The look on their face when they wrote their name for the very first time is priceless. As a mom not wanting to miss anything in my kid's day you can count on me to have a picture of it to send you as it happens. You can expect the teachers to be on the floor playing right beside the children playing house and setting up dinosaur battlegrounds. You will find teachers who truly love what they do and enjoy each and every day of class with the kids.

We will work on colors, shapes and letter recognition. They will learn how to work together and be a part of a group. Each week is filled with a different theme that has a variety of activities to go along with it. We learn in a fun and exciting way every day. One of the many ways we will learn to write our letters is by pouring shaving cream or salt all over the table and using our fingers to trace the letters in it. We will get to use the interactive whiteboard in class to learn even more about our letters of the week and themes of the week. We will go on a hide-n-seek mission to find the letter of the week hidden all over the room. We will fill up cups with red blue and yellow water and take water droppers and mix the colored water into cups of clear water.

Your child should be potty trained for this class but accidents do happen. I just ask that you leave a change of clothes in their bags in case of a mishap.

The class gets to help take care of our class hamster. They have the responsibility to make sure he has food and water each day. We get to get him out and give him exercise in his little yellow car that he rolls around the classroom with. We are a busy class and get so much done in just one class. This is a great place for your child to start and continue growing. From games to songs to dancing and learning your child will have a blast and beg you to come to school on days when there is no school.



What to Expect for Children Pre-k- Ages 4-5



We use the Creative curriculum a research-based curriculum and assessment tool as well as Pre-K Foundations for literacy and writing (which is also used in Norwalk in the K-2 classrooms), Heggerty Phonemic Awareness, and Early Childhood Positive Behavior Intervention and Support (EC-PBIS).

This class is geared towards children ages 4 and 5 who will be entering Kindergarten the following school year. This class is a hands-on learning program where our main goal is to get them ready for kindergarten. Each child will have the advantage of being able to participate in large group, small group as well as one on one with the teachers.

Something a lot of parents do not realize is that preschool has turned into what Kindergarten used to be back when we were kids. When kids go to kindergarten, they will be expected to do much more than we ever did when we were kids. In Kindergarten, children will be sent home with short stories to read starting fairly early in the year. Preschool has become a stepping stone into kindergarten.

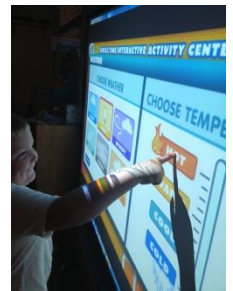
At C2P we will help your child to prepare for kindergarten. Each week we will break down a letter and the sound it makes. We will even get a head start on reading by having a sight word wall. Your children will learn how to write and sound out the letters of the alphabet. We will learn our letters in fun and creative ways. To name a few ways your child will practice writing letters in shaving cream or salt on the table. We will go on letter scavenger hunts to help us learn the letters. We will use the world around us to see that letters are everywhere. One-week pirates will come to school taking our treasure box and leaving us nothing but a trail of Letter Xx's around the neighborhood for us to follow until we find the treasure box. This age learning is important but to learn when you have no idea your learning is the way we like to do it here at C2P.

In addition to pre-reading skills we will work on our story telling ability as we will make up new endings to stories, create stories and draw pictures to go along with them. We will have fun with

Rhyming, patterns, syllables and sorting. We will practice counting any chance we have may it be at calendar time or as we pass out snack or build with blocks.



In our Pre-K class, we take it a step past the academic part by introducing the children to new experiences that will benefit them when they attend school. Each year after Christmas break, the children will begin to use the same lunch trays that they will be using in kindergarten. They will learn to carry and dish up their own food. I will also purchase the milk cartons from the school so each



Friday we can practice opening their milk. Another tool we will teach the kids in class is if you need help with something ask a friend. So many kids sit at a table at school and don't

speaking up about needing help opening a snack and the teacher is busy so they just don't eat it. We are here to help give them the tools they will need to succeed and feel confident when they attend school. We will also work on social skills and how to interact with other students and teachers.



Our class will take a tour of Oviatt Elementary school in the spring. The children will get to go on a tour of the classrooms and they will get to eat snack in the lunch room. In May, the students will practice coming into preschool all by themselves just as they would do when they start Kindergarten. Our program more than just a preschool, we are the stepping stone to aid in their success for their kindergarten years and beyond.

What to expect for School Age Children K-5th Grade

Our after-school program runs year-round. We are open during the school year and over most school breaks. Our goal is to get them moving and involved in fun and interactive games and activities. The kids will work on team building activities such as building boats with straws and seeing whose boats can hold the most coins to playing soccer and football on the playground.



Each week the students will experience cooking clubs, science clubs, art clubs, sports clubs and act it out clubs where they put on plays and commercials. They will be challenged as they work alongside their peers. Our activities are fast paced to go along with their attention span.

We also know that time spent at home can be limited during the week so our after-school staff teachers are on hand to help with homework.

You can expect the teachers to be playing right beside the kids. We have no problem building sandcastles with the kids and getting a good work out in as we play tag around the playground.




Yearly Themes and Activities

Our teachers like to be very organized each year. One of the things you will get at the time of enrollment is your child's yearly schedule. This will tell you all the fun things that Crayons 2 Pencils will be doing throughout the school year. You can find these on your child's classroom Facebook page.

SILVER & NAVY LESSON PLANS 2022-2023

Creative

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
<p>19th: Open House</p> <ul style="list-style-type: none"> First day of School All about Me 29th -Health & My Body 	<p>5th: Closed Monday for Labor Day</p> <p>Project Of Study Light</p> <p>Math Focus</p> <ul style="list-style-type: none"> Sorting Counts out 10 objects Represents a number with a written numeral 0-10 Smallest to Largest How many sides are in a shape Shape Hunt <ul style="list-style-type: none"> Example: <ul style="list-style-type: none"> Door = Rectangle Clock= Circle <p>Literacy Focus</p> <ul style="list-style-type: none"> Letter Formation, Sounds A-E Simple Step Directions Tells Stories that refer to other times & places Tells about Experiences in order with detail <p>Book Series of the Month: Don't Let The Pigeon Drive the Bus</p>	<p>Project Of Study Trees</p> <p>Math Focus</p> <ul style="list-style-type: none"> Shapes <ul style="list-style-type: none"> Model shapes in the world by building shapes from components like sticks Compose simple shapes to form larger shapes (2 triangles make a square) Compares two numbers between 1-10 Can compare < > Greater than, Less Than <p>Literacy Focus</p> <ul style="list-style-type: none"> Letter Formation, Sounds F-J Can decide if two words rhyme Matches beginning sounds Syllables Bang Bang Letter Game to identify upper/lower case letters and sounds <p>Book Series of the Month: No David</p>	<p>24th & 25th Closed for Thanksgiving</p> <p>Project Of Study Bread</p> <p>Math Focus</p> <ul style="list-style-type: none"> Patterns <ul style="list-style-type: none"> Recognizes, explains, and creates growing patterns For any number 1-9, find the number that makes 10 when added to the given number Describe and compare two objects by length or weight Strategies to solve addition and subtraction word problems <p>Literacy Focus</p> <ul style="list-style-type: none"> Letter Formation, Sounds K-O Knows features of a book, title, author, illustrator, front cover, back cover Uses inventive spelling <ul style="list-style-type: none"> example :water =wtr Story Retell Identifies story problems, solutions & events Tracks words when reading print <p>Book Series of the Month: Llama Llama We will hold Conferences this Month</p>
DECEMBER	JANUARY	FEBRUARY	MARCH
<p>23rd, 26th, 30th Closed for Christmas & New Years</p> <p>Project Of Study Music Making</p> <p>Math Focus</p> <ul style="list-style-type: none"> Position Words Counts out 20 objects Represents a number with a written numeral 0-20 Draws circles to match the written number Counts to 100 by ones Counts by 10's <p>Literacy Focus</p> <ul style="list-style-type: none"> Letter Formation, Sounds P-T Follows multi step direction Journal Writing about an experience Tells about an experience in order with detail Ending sounds of a word Blend Sounds to read CVC words <p>Book Series of the Month: Elf on the shelf</p>	<p>16th Closed Staff Training (MLK)</p> <p>Project Of Study Boxes</p> <p>Math Focus</p> <ul style="list-style-type: none"> Comparing to 10 Identification/Sorting Match Numeral Quantity Measuring Cups Cooking Length & Measurements <p>Literacy Focus</p> <ul style="list-style-type: none"> Letter Formations- Sounds U-Z Identifies same & different. What belongs vs does not belong Inventive thinking - Create stories Character identification <ul style="list-style-type: none"> setting, emotions <p>Book Series of the Month Pete the Cat</p>	<p>Project Of Study Pets</p> <p>Math Focus</p> <ul style="list-style-type: none"> Measurement How many is it? Dominos 10 Frames Counts by 10's Counts backwards from 10 <p>Literacy Focus</p> <ul style="list-style-type: none"> Foundations Review A-Z Three Little Pigs and Little Red Hen <ul style="list-style-type: none"> Story, Reenactment, Journal Writing Introduce Audio Books Uppercase LowerCase letter Matching Differentiates between Past, Present, Future What words that start with... <ul style="list-style-type: none"> Give letter sound and ask them to see what words start with that letter <p>Book Series of the Month: Dr. Seuss Book Series</p>	<p>Project Of Study Roads & Signs</p> <p>Math Focus</p> <ul style="list-style-type: none"> Combining Sets Characteristics of Objects, Size, Color, Shape & Quantity Show Multiple ways to make a number <ul style="list-style-type: none"> Example: 4 - I can show 4 fingers on one hand, or 2 on one hand and 2 on the other. Fun with Funnels Math with Uno Cards - Who has more? <p>Literacy Focus</p> <ul style="list-style-type: none"> Writes Left to write Foundations Letter Writing with Lines <ul style="list-style-type: none"> SkyLine, Plane Line, Worm Line, Grass Line CVC Words Rhyming Words Songs & Games <p>Book Series of the Month: Traditional Fairy Tales We will hold Conferences this Month</p>
APRIL	MAY	JUNE	JULY
<p>Project Of Study Water</p> <p>Math Focus</p> <ul style="list-style-type: none"> Predictions Tally Marks 3-D Shapes Complex Patterns <p>Literacy Focus</p> <ul style="list-style-type: none"> Continued: Foundations Letter Compound Words Tells a story through pictures & attempts sounding out words <ul style="list-style-type: none"> Dictates what their story is about <p>Book Series of the Month: Poems - Where the Sidewalk Ends</p>	<p>Closed 29th for Memorial Day</p> <p>Project Of Study Insects</p> <p>Math Focus</p> <ul style="list-style-type: none"> Estimation & Data Board Games - Candy Land, Sorry, Chutes & Ladders Shape Collages Graphs <p>Literacy Focus</p> <ul style="list-style-type: none"> Letter Body Building A-Z with Friends Put the ABC's in Order Build a Sentence using picture cards with writing What letter can I be Game? <p>Graduation Ceremony will be held this month. Time & Day TBD</p> <p>Book Series of the Month Chapter book: Chalk box Kid</p>	<p>Project Of Study Balls</p> <p>Math Focus Review Math From The Year</p> <p>Literacy Focus Review Literacy From The Year</p> <p>Book Series of the Month: Chapter book: Junie B Jones</p> <p>Children will bring swimsuit, water bottle, SPF 50 Cream sunblock to stay here all summer.</p>	<p>Closed Monday August 21st & Tuesday August 22nd</p> <ul style="list-style-type: none"> 3rd - Water 10th - Rain 17th -Zoo Animals 24th -Art July 31st -Sports <p>-----</p> <p>AUGUST 2023</p> <ul style="list-style-type: none"> 7th - Scissors 14th - Brushes 21st - Goodbye Class <p>Open House will be Tuesday August 22nd New School Year Start August 23rd</p>

Curriculum – Creative Curriculum

We use the Creative Curriculum when creating our lessons and themes. Children will have small group literacy, small group math, fine motor, discovery time, social and emotional lessons as well as art, science and music.

Full Time Only **Weekly Tuition**

Payments are due on Monday of each week. If payment is not turned in by Wednesday of the week there will be a \$25 late fee added for each day payment has not been turned in. Failure to pay tuition is cause for termination from the program.

Payments are to be made out to Crayons 2 Pencils and checks dropped off in the director's office. If a check comes back as insufficient funds there will be a \$35 fee plus any fees that my bank charges me. The fees will need to be paid before your child can attend class again. Two returned checks will make all future payments to be paid cash only.

Payment when the center is closed

If the center is closed the rate is still the normal rate as listed in your contract. In your contract, you will also find a list of days that the center is closed. The center is still responsible for all bills such as rent and utilities and paying for staff who have earned their holiday pay. This includes if the center has to shut down for inclement weather. We do not pro-rate days based on when we are closed.

Reserving a Spot

Parents who have seasonal jobs, we cannot guarantee your child will have a spot if they leave. If you want to pull your child from the program, there will have to be an opening in the program when you want them to return. We do not hold spots. Families with siblings enrolled in our program move to the top of the waiting list.

When enrolling your child, we only will save the spot for 2 weeks. If the previous location requires a 4-week notice for example, you will have to pay the additional two weeks in order for us to hold your spot.

Returned Checks

If a check comes back as insufficient funds there will be a \$35 fee plus any fees that my bank charges me. The fees will need to be paid before your child can attend class again. Two returned checks will make all future payments to be paid cash only.

Hours of Service/ Attendance

Please let me know via a phone call or text message that your child will not be in attendance for the day by 8:30 Am. All children in the full day program or non-school days are required to be here by 9:00 AM if they are attending this day. You can text me at 515-306-8722 or call my home phone at 515-285-5322. Please know your child's pick up and drop off time as I have multiple programs that only allow for certain number of children to be in attendance.

Full day programs we open at 7:00 AM and Close at 5:30 PM

For children in the full day program, they are not permitted to be in care longer than 10 hours per day. All parents need to arrive by 5:25 PM to pick up their child as the center closes at 5:30 PM. If you fail to pick up your child at the end of our class there will be a late pick up fee in the amount of \$5 per every 10 min you are late. Continual late pick up may result in termination of your child being allowed to come to our program.

Preschool only program times vary from year to year.

Part Time Options for Full Day & School Age

Crayons 2 Pencils Early Learning Center does not offer any type of part time program for our full day spots. When you enroll your child in our full day program, it is your spot to use Monday to Friday however you choose. The kids do not have to attend each day but you pay for the spot Monday- Friday in order to make sure your child has a spot in the program.

Effective January 1st 2018 for school age children we no longer take part time for new students. We do allow drop in but we are unable to guarantee a spot each day. The child would only be able to attend if we have a spot during the school year. During the summer the school age program is ran like the full day program. We will allow drop in spots day by day but not part time. If for some reason we find that we have extra openings we can choose to fill them with part time students until a full-time student needed a spot. Full time Monday-Friday students will take precedence over a part time option.

The reason for not allowing part time students is because they take up a full-time spot. Each classroom is only assigned X number of spots per room and when they are full, we do not have the option of adding additional children just for a day here or there unless someone is gone. We always have to stay at ratio.

Personal Items

I ask that each child bring a regular size backpack to class. This is so we can put our take home folder and all of our art work in it. In addition to the back pack, I ask that each child have an extra set of clothing (a complete set) that can be kept in their backpack at all times in case of accidents, such as potty mishaps, spills or soiled clothing. All items must be labeled with the child's name in a zip lock bag. I am not responsible for lost articles. Please don't bring in any personal items such as toys, gum, sweets or food unless previously discussed.



Safety Measures

Our focus is ok keeping the children safe at all times. We have a key code entry system located on the front entry door. Our doors are also monitored by a security camera where we can see who coming and going from the building. We also have surveillance of the front of the building and facing both doors to the playground. In addition, we can monitor what is going on inside each classroom.

The side doors are not for parents to use. They are only for the teachers when they have their classroom on the playground. Each teacher will have a key that allows them to unlock the doors.

In case of an emergency such as tornados, intruders, fires and such, we have a plan on file. You can ask to see that at any time. Police have their own code to enter the building. Firemen also have their own way to get into our building.

If someone is coming to pick up your child that we have not met before, remember we will ask for a photo ID and must have verbal permission from you or an email or text to Jill or Cindy letting us know that someone knew will be picking them up.

Health and Safety & Sanitization

Immunizations & Medical Records

It is important for each child to have their well checkups with the dr. each year. Prior to starting school children will need a copy of their immunization records and annual physical. If a child has any allergies, please have the dr. make note of it as well. If there is anything else, I should be aware of, be sure to include that information as well. Most Dr. Offices can simply mail them when you call. You can have them mailed directly to me. Our address is 800 Colonial Circle, Norwalk IA 50211.

Injuries



If a child has been injured appropriate care will be given. Scrapes and bruises will be cleaned up and iced or bandaged if needed. Cuddles and hugs will also be given. Children will feel loved and taken care of when they are upset. I will send you a message updating you if it is minor such as a scrap. I usually send you a picture on your phone letting you know what happened. Kids get so excited to be able to send mommy or daddy a picture of their cut or scrap. It is funny out fast they bounce back when we do that.

I will also have a written form documenting what happened. I ask that you sign one copy for my records. You will also be given a copy for your records as well. I will call you if it is a serious injury. In the case of an emergency the steps will be

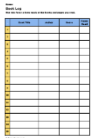
1st apply first aid if possible,

2nd Contact Emergency Services such as 911

3rd contact parents.

My first priority is to get your child the help he or she would need as fast as possible.

Medication



Children's medication should be in the original container with the child's name located on the bottle. Children should not have medicine in their backpacks but instead should be given to me so I can put it in a locked box. If a child needs medicine, we need a written note giving us the dates they are to use it, the amount and how often. If it is a prescription from a doctor, we must have a doctor's note accompanied with it. Never will a child receive medication without your permission. With that being said, we do not routinely administer medications. Only for special occasions will we administer medications.

A log will be tracked anytime medication is given. If medication is to be refrigerated, it will be in a separate baggie out of reach of children. We also need a paper stating the side effects of medication so we can know what to watch for if something were to go wrong. With this being said, if your child needs medicine due to being sick then they should not be at school. Medication is stored in a locked box. There are two located at the center. One is in the office and the second one is in the red learning center.

Allergies

All children who have special allergies need to talk with the office and fill out a care plan. The care plan will be discussed with all teachers & parents. Any children who require EPI pens need to have one at the center at all times and not go home at night. We don't ever want to get in a situation where we had an emergency to find the backpack was left at home with the EPI pen in it which is why we require having one on hand here.

Care for Children with Food Allergies

<http://cfoc.nrckids.org/StandardView/4.2.0.10>

When children with food allergies attend the early care and education facility, the following should occur:

- a. Each child with a food allergy should have a care plan prepared for the facility by the child's primary care provider, to include:
 1. Written instructions regarding the food(s) to which the child is allergic and steps that need to be taken to avoid that food;
 2. A detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses, and methods of administration of any medications that the child should receive in the event of a reaction. The plan should include specific symptoms that would indicate the need to administer one or more medications;
- b. Based on the child's care plan, the child's caregivers/teachers should receive training, demonstrate competence in, and implement measures for:
 1. Preventing exposure to the specific food(s) to which the child is allergic;
 2. Recognizing the symptoms of an allergic reaction;
 3. Treating allergic reactions;
- c. Parents/guardians and staff should arrange for the facility to have necessary medications, proper storage of such medications, and the equipment and training to manage the child's food allergy while the child is at the early care and education facility;
- d. Caregivers/teachers should promptly and properly administer prescribed medications in the event of an allergic reaction according to the instructions in the care plan;
- e. The facility should notify the parents/guardians immediately of any suspected allergic reactions, the ingestion of the problem food, or contact with the problem food, even if a reaction did not occur;
- f. The facility should recommend to the family that the child's primary care provider be notified if the child has required treatment by the facility for a food allergic reaction;
- g. The facility should contact the emergency medical services system immediately whenever epinephrine has been administered;
- h. Parents/guardians of all children in the child's class should be advised to avoid any known allergens in class treats or special foods brought into the early care and education setting;
- i. Individual child's food allergies should be posted prominently in the classroom where staff can view and/or wherever food is served;
- j. The written child care plan, a mobile phone, and the proper medications for appropriate treatment if the child develops an acute allergic reaction should be routinely carried on field trips or transport out of the early care and education setting.

RATIONALE:

Food allergy is common, occurring in between 2% and 8% of infants and children (1). Food allergic reactions can range from mild skin or gastrointestinal symptoms to severe, life-threatening reactions with respiratory and/or cardiovascular compromise. Hospitalizations from food allergy are being reported in increasing numbers (5). A major factor in death from anaphylaxis has been a delay in the administration of life-saving emergency medication, particularly epinephrine (6). Intensive efforts to avoid exposure to the offending food(s) are therefore warranted. The maintenance of detailed care plans and the ability to implement such plans for the treatment of reactions are essential for all food-allergic children (2-4).



Sickness

If your child is sick please do not bring them into our child care environment, as we do not want to get other children sick. Your child should be fever free for 24 hours before returning to school. Please do not give your child Motrin in their morning and send them to school if they had a fever. Their fever may be down but they are still contagious and can in turn, spread it to other children and families in our program. Your weekly payments do not change when your child is sick. Payments are the same each week not matter how many days your child may have missed from school. We do our best to sanitize toys on a daily basis. Toys are bleached, washed in the washing machine or cleaned with sanitizer and a rag. Blankets are washed each week. If a child was sick in the classroom, then the blankets get washed sooner. We log all illnesses and report major illnesses to the department of public health if needed. Signs to watch for are the following:



If your child becomes ill at school

You will be called and expected to pick up your child within 30 minutes' max in the event they become ill during class time. They may return once symptoms have been gone for 24 hours. This will help minimize other children from becoming ill as well. This will also help keep your child from getting sick if another child was ill. ** If your child is ill, they will be made comfortable until you can arrive. That can mean sitting on a teacher lap or with a blanket and a mat that they can lay down on until you arrive.

8/2012

Common Child Care Illnesses and Exclusion Criteria

***A child should be temporarily excluded from care when the child's illness causes one or more of the following:**

- Prevents the child from participating comfortably in activities.
- A need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficult breathing, or a quickly spreading rash.
- Fever with behavior change or other signs and symptoms in a child older than 6 months (e.g., sore throat, rash, vomiting, diarrhea).
- A child with a temperature elevated above normal is not necessarily an indication of a significant health problem. For children older than 4 months a fever is defined as:

- 100°F (37.8°C) axillary (armpit)
- 101°F (38.3°C) orally
- 101°F (38.3°C) Aural (ear) temperature.

Get immediate medical attention

when an infant younger than 4 months has unexplained temperature of 100°F (37.8°C) axillary. Any infant younger than 2 months with a fever should get medical attention within an hour.

ILLNESS

EXCLUDE*

RETURN TO CHILD CARE

Chicken Pox

Yes.

When all blisters are crusted with no oozing (usually 6 days) and resolution of exclusion criteria.

Diarrhea (infectious)

Yes (there are special exclusion rules for E.coli 0157.H7, Shigella and cryptosporidiosis).

When diarrhea stops and health care provider or public health official states the child may return.

Diarrhea (non-infectious)

Yes, if stool can not be contained in the diaper, or if toileted child has 2 or more loose stools in 24 hours, or blood in stool.

When diarrhea stops and resolution of exclusion criteria.

Fifth Disease

No. Unless child meets other exclusion criteria.*

If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.

Hand Foot and Mouth Disease

No. Unless child meets other exclusion criteria.* Or is excessively drooling with mouth sores.

If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.

Head Lice (Pediculosis)

No. Unless child meets other exclusion criteria.*

Treatment of an active lice infestation may be delayed until the end of the day. Children do not need to miss school or child care due to head lice. The Iowa Department of Public Health & Healthy Child Care Iowa recommend a 14 day treatment protocol.

Impetigo

Yes, exclude at the end of the day if blisters can be covered.

After child has been seen by the doctor, after 24 hours on antibiotic, and blisters are covered.

Influenza

Yes.

When child is fever free for 24 hours and resolution of exclusion criteria.

Molluscum Contagiosum	No. Unless child meets other exclusion criteria.*	Skin disease similar to warts. Do not share towels or clothing and use good hand hygiene.
MRSA	No. Unless child meets other exclusion criteria.*	Wounds should be kept covered and gloves worn during bandage changes. Do not share towels or clothing and use good hand hygiene.
Otitis Media (ear infection)	No. Unless child meets other exclusion criteria.*	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Pertussis (Whooping Cough)	Yes.	Child may return after 5 days of antibiotics and resolution of exclusion criteria.
Pink Eye (Conjunctivitis)	No. Unless child meets other exclusion criteria.*	Child does not need to be excluded unless health care provider or public health official recommends exclusion. Resolution of all exclusion criteria.
Ringworm	No. Unless child meets other exclusion criteria.*	Treatment of ringworm infection may be delayed to the end of the day. Child may be readmitted after treatment has begun. Cover lesion(s) if possible. Do not share clothing, bedding or personal items.
Strep Throat	Yes.	When resolution of exclusion criteria and after 24 hours of antibiotic.
Vomiting	Yes.	When vomiting has resolved and resolution of exclusion criteria

Water Safety:

During sensory water play or outdoor water play, a teacher is always within arm's reach. Water is dumped out the second they are finished with the activity. Children are never left alone with any type of water play. Outdoor water toys are dumped out after rain to ensure safety of children at all times. If a teacher needs to leave an area they are supervising, they use a walkie talkie to ask for assistance to always maintain coverage.

Sensory tables indoors and outdoors- A teacher is stationed at the sensory table with children at all times even when it is not water related. Children attend the sensory station in groups of 2 or 3 to ensure proper supervision and safety.

Sprinklers – A teacher will stand at the sprinkler and help make a line for children to go through one at a time to ensure they do not run into each other. They create a one-way direction for children who want to go through it so they can do so safely.

At Crayons 2 Pencils Early Learning Center students do not go around bodies of water such as lakes or ponds or public swimming pools. We do not take infants or toddlers swimming. We only use a sprinkler and have active supervision during this time. Teachers observe and ensure that the sprinklers are not creating standing water. If they are creating standing water, the sprinklers will be turned off and the children will be moved to a new area of the playground.

Emergency Preparedness



First Aid Kits are readily available indoors and outdoors. A list of items supplied are as follows:

- Adhesive plastic bandages
- Large fingertip fabric bandages
- Knuckle fabric bandages

Gauze dressing pads

Trauma pad

Conforming gauze roll bandage

Triangular sling/bandage, w/2 safety pins

antiseptic towelettes

Triple antibiotic ointment packs

. First aid tape roll

Instant cold compress

Sterile eye pad

Eye wash

Exam quality vinyl gloves

Scissors

Tweezers

Finger Nail Clippers

Supplies are checked monthly.

First aid kits are located at the following locations in the center. By both doors to the playground, in the office as well as each classroom has Band-Aids on hand. Ice packs are located in the staff refrigerator. Items in the first aid kits are monitored and checked weekly. Supplies are purchased to keep them stocked on a regular basis. While most children tell a teacher if they have fallen down and got hurt there are some students who get back up and keep on playing. We do our best to log every instance of someone getting injured. Teachers who walk to the park with their class also take the first aid kit, walkie talkies and cell phones with them as well as the emergency numbers of children.

Emergency and Evacuation plans

All classrooms have a roster of children in their room. The roster has the list of kids, allergies and parent's information. Teachers also carry a whistle on them to use for check in times on the playground or park. We have an intercom system that we can communicate with all rooms quickly. We can easily lock all doors coming into the building with a switch in the office in the event of an emergency.

Serious Injury: If a child has been seriously injured a director or teacher will ride with the child in the ambulance and stay with the child until parents arrive and the child has been treated. Parents will be called immediately.

Dental Emergency: If a child has a dental Emergency a teacher will contact the parents and let them know immediately.

Pick up the tooth by the crown (the chewing surface) NOT the root.

Locate the tooth immediately; do not leave it at the site of the accident. The tooth should be handled carefully. Touch only the crown to minimize injury to the root.

If dirty, gently rinse the tooth with water.

Do not use soap or chemicals.

Do not scrub the tooth.

Do not dry the tooth.

Do not wrap the tooth in a tissue or cloth.

Keep the tooth moist at all times. We will keep in in a glass of milk.

Fire: In case of a fire Crayons to pencils students will meet on the lot next to the building (Playground) at the far back fence as far away from the building as possible. Parents will be notified as soon as possible. We practice fire drills monthly. Fire detectors are tested monthly. WE also have a sprinkler system as well as the first station has key to our building.

Tornado: Children in the red, orange and yellow room will join the Green room against the back wall with their heads down covering their head. Children in the Blue and purple rooms will go to the blue room following the same procedure with their heads down covering their heads. Drills are performed monthly.

Emergency Grounds Evacuation: We have bottled water, diapers, formula and food stored in our storage room in case of an emergency evacuation where we would need to leave the building. We have two containers with wheels to allow access in case of an extreme emergency. We will use whatever means necessary to transport children to a secondary location in the case of an extreme emergency.

Bomb Threat- If a bomb threat were issued the children would immediately be evacuated to the Norwalk Fire Department which is just across the street within walking distance. We take every threat serious. Role call would be done prior to leaving and upon arriving at the fire station. As teachers were evacuating the building the director would be contacting the local 911.

Smoke Free Facility & Staff

Smoking is not permitted anywhere on our grounds or on field trips. Not even in cars. We do not permit smoking from our staff under any circumstances. This includes tobacco, cigarettes, cigars, chewing tobacco, snuff pipes, snus, electronic smoking devices and other nicotine products.

Lock Downs

If the center for any reason has to go on lock down, nobody will be permitted in or out of the building until we have been given the clear from the local police department. This is not to scare you but to protect the children. If this should happen, you will get a message from us letting you know. Our number one goal is to keep them safe at all times.

Crayons 2 Pencils Early Learning Center uses a variety of safety tools to help us be informed of an emergency. We use the weather radio, carbon monoxide detector and our cell phones to stay alert on dangers that could be happening. We check our supplies monthly.

Contact Numbers



Located beside the phone you will find the child emergency contact numbers and names. All management teams have access to each parents' contact information via our Remind app as well. You will also find the number for the local Emergency number as well as poison control. Staff members are current in their first aid and CPR for infant, child and adult.



Center Closings

Staff Development Closing Crayons 2 Pencils Early Learning Center will close down a few times a year for staff development. The days usually fall on Martin Luther King Day in January as well as August.

We will also close down for one or two days prior to when we switch schedules from one year to the next. We run our program similar to a school year. The children stay in one classroom from August to August.

Bad Weather: We do our very best to stay open even during snow storms or severe weather. In the case where travel is completely not advised Crayons 2 Pencils will make the decision on whether or not to close our doors for the day for the safety of our staff and children. We will notify you of this via email, text as well as calling KCCI and having it listed on there.

Strangulation Prevention:

At Crayons 2 Pencils, we put many safety precautions in place to prevent strangulation hazards. All of our blinds are free of cords and we do not have draperies in the Center. Our center is also free of tie-down devices. Our dramatic play items are free of straps. We do not have boas or ties in our dramatic play areas. At the Center

we do not allow children to wear necklaces for safety. In addition, scarves are only used with teacher supervision.

In our younger rooms, teachers ensure that pacifiers do not have any items attached to them. We also upon enrollment ask parents to removed hood strings from clothing. In our building we do not use lanyards and teachers are asked to tuck necklaces into their shirts.

Missing Child:

At Crayons 2 Pencils, we take many preventative measures to ensure child safety. We have two cameras in each classroom to monitor in the office. Upon leaving the classroom, the teachers take head count and record on their classroom clipboard. Upon leaving the building to go to the playground, each teacher does head count and records on the chart by the door they are exiting.

Before coming back in the building, each classroom lines up and does head count and records on their classroom clipboard. Upon entering the building, the teacher again does head count and records on the chart that is by each door. Once back in the classroom, the teacher does one final head count and records on the classroom chart.

If a child is missing, our procedure is to use our walkie-talkies and alert all teachers. Teachers must call the office with their walkie-talkie or classroom telephone immediately upon realizing a child is missing. We would page all classrooms on our classroom telephones and walkie-talkies. The directors and any teacher not in ratio, would work together to find the missing child.

Each staff member on the search team would have an identified area to search as directed by the director. The areas to search would include inside the building, the playground, and neighborhood around the Center. One team member would use the cameras in the office to search or replay footage. All on the search team will communicate via walk-talkie. We have charged walkie-talkies in use daily in each classroom and the office.

If an incident went beyond the above measures, we would contact our local police department and parents for assistance. The director would contact the parent/guardian, local law enforcement, and HHS

Playground Safety:

At Crayons 2 Pencils (C2P), we have a playground safety training manual that we go over with our teaching team upon their start date as well as annually each year. We have a packet of questions they have to answer then we meet whole group and discuss the safety concerns that could arise on the playground during trainings. This training manual is updated annually to ensure we are always following best practice.

Safety is very important to us at C2P. We have hired a maintenance man who oversees the playground on a monthly basis. Matt checks that surfacing materials have not deteriorated or been compacted. He ensures that play areas are free of exposed footings or anchoring devices, and any possible trip hazards. He measures to ensure that the fall surfacing is adequate and also maintained. Part of our playground has sand as a fall surface, and part has pea gravel as a fall surface.

Our playground equipment has been installed according to the manufacturer's instructions including anchoring. Matt completes a monthly checklist that includes checking for missing and broken parts, protrusion of nuts or bolts, and also sharp edges or splinters. Our monthly checklist is kept in the office.

In addition, we hired a company that installed our play systems to come out each year and give a full inspection. Their inspection includes stability of handholds, visible cracks, and deterioration of equipment. We

also have a maintenance message group where anytime a staff sees something unsafe or broken, it gets reported right away and fixed or removed from the playground.

At C2P we have a brick building, but Matt checks monthly the inside and outside of the Center for chipping paint. He also checks for stability of non-anchored large play equipment. Matt, with the addition of all staff, daily check the playground and area around the building for broken items, trash, and insect nests. Together, we provide a safe and fun place for kids to play!

Sanitation Information

[http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.3.0.2&="+](http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.3.0.2&=)

Sanitizing Toys

Toys that cannot be cleaned and sanitized should not be used. Toys that children have placed in their mouths or that are otherwise contaminated by body secretion or excretion should be set aside until they are cleaned by hand with water and detergent, rinsed, sanitized, and air-dried or in a mechanical dishwasher that meets the requirements of Standard 4.9.0.11 through Standard 4.9.0.13. Play with plastic or play foods, play dishes and utensils, should be closely supervised to prevent shared mouthing of these toys. Machine washable cloth toys should be used by one individual at a time. These toys should be laundered before being used by another child. Indoor toys should not be shared between groups of infants or toddlers unless they are washed and sanitized before being moved from one group to the other. **RATIONALE:** Contamination of hands, toys and other objects in child care areas has played a role in the transmission of diseases in child care settings (1). All toys can spread disease when children put the toys in their mouths, touch the toys after putting their hands in their mouths during play or eating, or after toileting with inadequate hand hygiene. Using a mechanical dishwasher is an acceptable labor-saving approach for sanitizing plastic toys as long as the dishwasher can wash and sanitize the surfaces and dishes and cutlery are not washed at the same time (1). **COMMENTS:** Small toys with hard surfaces can be set aside for cleaning by putting them into a dish pan labeled "soiled toys." This dish pan can contain soapy water to begin removal of soil, or it can be a dry container used to bring the soiled toys to a toy cleaning area later in the day. Having enough toys to rotate through cleaning makes this method of preferred cleaning possible.

Facilities, Supplies, Equipment, and Environmental Health

<http://cfoc.nrckids.org/StandardView/5.3.1.4>

Equipment, furnishings, toys, and play materials should have smooth, nonporous surfaces or washable fabric surfaces that are easy to clean and sanitize, or be disposable.

Walls, ceilings, floors, furnishings, equipment, and other surfaces should be suitable to the location and the users. They should be maintained in good repair, free from visible soil and in a clean condition. Programs should choose materials with the least probability of containing materials that off-gas toxic elements such as volatile organic compounds (VOCs), formaldehyde, or toxic flame retardants (polybrominated diphenylethers [PBDE]). Carpets, porous fabrics, and other surfaces that trap soil and potentially contaminated materials should not be used in toilet rooms, diaper change areas, and areas where food handling occurs (1).

Areas used by staff or children who have allergies to dust mites or components of furnishings or supplies should be maintained according to the recommendations of primary care providers.

RATIONALE:

Few young children practice good hygiene. Messy play is developmentally appropriate in all age groups, and especially among very young children, the same group that is most susceptible to infectious disease. These factors lead to soiling and contamination of equipment, furnishings, toys, and play materials. To avoid transmission of disease within the group, these materials must be easy to clean and sanitize.



Gloves

Gloves will be used in the classroom on a number of occasions. They will be used to clean up certain messes, cleaning the bathrooms and changing diapers. Gloves are located out of reach of the children but with easy access for teachers and staff. After using gloves, all staff will wash their hands with sanitizing soap to prevent the spread of any germs.

Bleach

We will use bleach water solution as our cleaning agent in the classroom. Fresh bleach bottles will be made daily. The bleach water will be used on tables before and after snack. The spray will also be used in the bathroom area as well as on our large toys that cannot be washed in the sink or dishwasher.

Bleach Mixing a Solution that the classroom uses.

- Begin with a clean, empty 32 oz. spray bottle. Make sure there are no traces of other cleaning products in the bottle. Put $\frac{3}{4}$ tsp. of household bleach into the bottle. Fill the bottle up with room-temperature water. Put the lid on and shake up the bottle well. A general rule for sanitizing with bleach is to use 1 tbsp. of household bleach for every one gallon of water.

Using hot or cold water can minimize the effectiveness of the bleach mixture. Instead, use room-temperature water to keep chlorine loss to a minimum. Discard the contents of the spray bottle at the end of the day once sanitizing is done; bleach loses its effectiveness when it sits for too long.

Read more: http://www.ehow.com/info_8339948_much-put-spray-bottle-sanitize.html#ixzz2pmICfi4P

- When applying bleach to any area we check the dry time to ensure that the bleach has been on the surface for the correct amount of time by reading the bottles directions.
- We do not spray tables with children around



Bathroom & Diapers



The bathroom as parents know can get messy pretty fast. That is why in the classroom we do everything we can to help prevent the spread of germs. Our bathroom is cleaned many times during the day. It will be cleaned prior to classes starting each morning. We will use a spray bottle to wipe everything down. During class the bathroom will be monitored by staff to look for any spills or mishaps. In the case of a mess the classroom will be bleached down as to sanitize it. At the end of the day the bathroom will be cleaned yet again. Items in the bathroom that will be sanitized will be the toilet both inside and on the outside. The walls will be wiped down as well as the floor, sink and faucets.

Toilet Learning/Training Equipment

<http://cfoc.nrkids.org/StandardView/5.4.1>

Equipment used for toilet learning/training should be provided for children who are learning to use the toilet. Child-sized toilets or safe and cleanable step aids and modified toilet seats (where adult-sized toilets are present) should be used in facilities. Non-flushing toilets (i.e., potty chairs) should be strongly discouraged.

If child-sized toilets, step aids, or modified toilet seats cannot be used, non-flushing toilets (potty chairs) meeting the following criteria should be provided for toddlers, preschoolers, and children with disabilities who require them. Potty chairs should be:

- a. Easily cleaned and disinfected;
- b. Used only in a bathroom area;
- c. Used over a surface that is impervious to moisture;
- d. Out of reach of toilets or other potty chairs;
- e. Cleaned and disinfected after each use in a sink used only for cleaning and disinfecting potty chairs.

Equipment used for toilet learning/training should be accessible to children only under direct supervision.

The sink used to clean and disinfect the potty chair should also be cleaned and disinfected after each use.

RATIONALE:

Child-sized toilets that are flushable, steps, and modified toilet seats provide for easier use and maintenance. Sanitary handling of potty chairs is difficult. Flushable toilets are superior to any type of device that exposes the staff to contact with feces or urine. Many infectious diseases can be prevented through appropriate hygiene and disinfection methods. Surveys of environmental surfaces in child care settings have demonstrated evidence of fecal contamination (1). Fecal contamination has been used to gauge the adequacy of disinfection and hygiene

Accidents & Soiled Clothing

- Please send your child with extra clothes each day. If your child has had an accident the staff will:



Check backpack for extra clothes

Check staff room for extra clothes if none can be found in their back pack.

If a child has peed- they will be changed immediately

Pee clothes will be placed in a bag if we are unable to wash them for you

Poop on underwear will have one of the following

Lumps of poop will be dumped in the toilet

Runny poop underwear will be thrown away

Diaper Changing Procedures followed by Crayons 2 Pencils Early Learning Center



Step 1: Get Organized

Before you bring the child to the diaper changing area, wash your hands, gather and bring what you will need to the diaper changing table:

- ✓ Non-absorbent paper liner large enough to cover the changing surface from the child's shoulders to beyond the child's feet
- ✓ Fresh diaper and clean clothes - as needed
- ✓ Wipes for cleaning the child's genitalia and buttocks removed from the container -- so you do not touch the container during diaper changing
- ✓ Wipes for cleaning child and provider hands (see Step 4)
- ✓ A plastic bag for soiled clothes
- ✓ Disposable gloves, (put gloves on before handling soiled clothing or diapers)
- ✓ Diaper cream (when needed/appropriate) removed from the container onto facial or toilet tissue ready to apply to child's skin



Step 2: Carry the child to the changing table

Keep soiled child clothing away from you and any surfaces you cannot easily clean and sanitize after the diaper change.

- ✓ Always keep a hand on the child
- ✓ If a child's feet cannot be kept out of the diaper or from contact with soiled skin during the changing process, remove the child's shoes and socks so the child does not contaminate these surfaces with stool or urine during the diaper changing
- ✓ Put soiled clothes in a plastic bag and securely tie the plastic bag to send the soiled clothes home



Step 3: Clean the child's diaper area

- ✓ Place the child on the diaper change surface and unfasten the diaper but leave the soiled diaper under the child
- ✓ If safety pins are used, close each pin immediately once it is removed and keep pins out of the child's reach. Never hold the pins in your mouth.
- ✓ Lift the child's legs as needed to use disposable wipes to clean the skin on the child's genitalia and buttocks. Remove stool and urine from front to back and use a fresh wipe each time. Put the soiled wipes into the soiled diaper or directly into a plastic-lined, hands-free covered waste-can.



Step 4: Remove the soiled diaper

Remove the soiled diaper without contaminating any surface not already in contact with stool or urine.

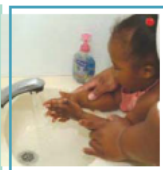
- ✓ Fold the soiled surface of the diaper inward
- ✓ Put soiled disposable diapers in a covered, plastic-lined, hands-free covered waste-can. If reusable cloth diapers are used, put the soiled cloth diaper and its contents (without emptying or rinsing) in a plastic bag or into a plastic-lined, hands-free covered container to give to parents or laundry service.
- ✓ Remove gloves using the proper technique and put soiled gloves into a plastic-lined, hands-free covered waste-can
- ✓ Use a disposable wipe to clean the caregiver's hands and another disposable wipe to clean the child's hands. Discard soiled wipes into the plastic-lined, hands-free covered waste-can
- ✓ Check for spills under the child. If there are any, use the paper that extends under the child's feet to fold over the disposable paper so a fresh, unsoiled paper surface is now under the child's buttocks

Diapering Procedure



Step 5: Put on a clean diaper and dress the child

- ✓ Slide a fresh diaper under the child
- ✓ Use a facial or toilet tissue or wear clean disposable glove to apply any necessary diaper creams, discarding the tissue or glove in a covered, plastic-lined, hands-free covered can
- ✓ Take notice and plan to report any skin problems such as redness, skin cracks or bleeding
- ✓ Fasten the diaper. If pins are used, place your hand between the child and the diaper when inserting the pin



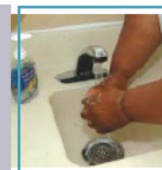
Step 6: Wash the child's hands and return the child to a supervised area.

- ✓ Use soap and running water, no less than 60 degrees F and no more than 120 degrees F, at a skin to wash the child's hands
- ✓ If a child is too heavy to hold for handwashing or cannot stand at the sink, use the three-towel method for handwashing procedure:
 - Wipe the child's hands with a damp paper towel moistened with a drop of liquid soap
 - Wipe the child's hands with a paper towel wet with clear water
 - Dry the child's hands with a paper towel



Step 7: Clean and disinfect the diaper-changing surface

- ✓ Dispose of the disposable paper liner used on the diaper changing surface in a plastic-lined, hands-free covered waste-can
- ✓ Clean any visible soil from the changing surface with detergent and water, then rinse the surface with water
- ✓ Wet the entire changing surface with a disinfectant solution, following manufacturer's instructions
- ✓ Put away the spray bottles of detergent, water and disinfectant



Step 8: Wash your hands

then record the diaper change in the child's daily log.

- ✓ In the daily log, record what was in the diaper and any problems (like loose stool, unusual odor, blood in the stool or skin irritation). Report any problems or observation as necessary



For more information about health and safety in child care, contact Healthy Child Care Iowa at 1-800-383-3826 or visit the Web site at www.idph.state.ia.us/hcci

Reference: *Caring for Our Children*, Third Edition, (2011) American Academy of Pediatrics.














Photos courtesy of Healthy Child Care North Carolina

Hand Washing

When do we hand wash?

When entering the building, before/ after - eating, diapers changes, water play and when we come inside from recess. We also hand wash before after sneezing, coughing and when checking a child's diaper.

Washing Your Hands

				<p>Teach children to wash their hands:</p> <ul style="list-style-type: none"> • Upon arrival to the center • Before and after eating  • After using the toilet/diapering  • After coughing or contact with body fluids: runny nose, blood, vomit • Before and after using water tables • After outside play • After handling pets  • Whenever hands are visibly dirty • Before going home 
<p>1. Turn water on.</p> <ul style="list-style-type: none"> • Be sure clean, disposable paper towels are available. • Turn on warm water. 	<p>2. Wet hands.</p> <ul style="list-style-type: none"> • Wet hands with water. 	<p>3. Apply soap.</p> <ul style="list-style-type: none"> • Apply liquid soap. 	<p>4. Wash hands.</p> <ul style="list-style-type: none"> • Wash hands well for at least 20 seconds. Rub top and inside of hands, under nails and between fingers. 	
				
<p>5. Rinse hands.</p> <ul style="list-style-type: none"> • Rinse hands under running water for at least 10 seconds. 	<p>6. Dry hands.</p> <ul style="list-style-type: none"> • Dry hands with clean, disposable paper towel. 	<p>7. Turn water off.</p> <ul style="list-style-type: none"> • Turn off the water using the paper towel. 	<p>8. Throw paper towel away.</p> <ul style="list-style-type: none"> • Throw the paper towel into a lined trash container. 	
<p>Healthy Child Care Iowa 1-800-369-2229</p>  <p>www.idph.state.ia.us/hcci</p> <p>"Helping keep children in child care healthy and safe" © 2005 Healthy Child Care North Carolina</p>				

Children and staff members should wash their hands using the following method:

- Check to be sure a clean, disposable paper (or single-use cloth) towel is available;
- Turn on warm water, between 60°F and 120°F, to a comfortable temperature;
- Moisten hands with water and apply soap (not antibacterial) to hands;
- Rub hands together vigorously until a soapy lather appears, hands are out of the water stream, and continue for at least twenty seconds (sing Happy Birthday silently twice) (2). Rub areas between fingers, around nail beds, under fingernails, jewelry, and back of hands. Nails should be kept short; acrylic nails should not worn (3);
- Rinse hands under running water, between 60°F and 120°F, until they are free of soap and dirt. Leave the water running while drying hands;
- Dry hands with the clean, disposable paper or single use cloth towel;
- If taps do not shut off automatically, turn taps off with a disposable paper or single use cloth towel;
- Throw the disposable paper towel into a lined trash container; or place single-use cloth towels in the laundry hamper; or hang individually labeled cloth towels to dry. Use hand lotion to prevent chapping of hands, if desired.

Classroom Cleanliness

Toys In the Mouth

- » Anytime you see a child with a toy in their mouth, that toy needs to be put directly in the sink when they put it down



Same goes for if a child grabs another Childs sippy cup, bottle or binky >

Children are always putting toys in their mouth. We teach staff to put toys in the sink after a child had it in their mouth. At the end of the day the toys are then sanitized.

Classroom Cleaning Schedules

Daily

Vacuum
Sweep
Take out trash
Clean tables and chairs
Make sure toys are organized
Counters are cleaned off
Food put away
Dishes washed
Clean bathroom area and restock toilet paper
Cleaning the playground

Weekly

Deep Clean – Wipe down all big toys with Lysol wipes
Wash all toys in bleach solution * 1 classroom closes at 5:10 to start deep cleaning all toys. Children will go to another classroom for the rest of the day.
Wash stuffed animals and soft toys that can go in the washer
Wash blankets from naps- If a child is sick blankets get washed sooner
Mop 2 times per week unless needed more

Additional Cleaning – As needed

Shampoo carpets – as needed
Restock Soap Dispensers & Paper towel holders
Wash out garbage cans
Mop hallways and entry ways
Touch up paint on walls

The Organized Classroom

- » Teach children to put toys back in the correct bins



We teach children to put toys away in the correct bins. It is important for the children to work as a team and learn to pick up after themselves at school. >

Definitions of Cleaning as Directed by the NAEYC

Recommendations by the NAEYC are the standards that we set for our program as well.

Cleaning

Physically removing all dirt and contamination, oftentimes using soap and water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.

Sanitizing

Reducing germs on inanimate surfaces to levels considered safe by public health codes or regulations. Sanitizing may be appropriate for food service tables, high chairs, toys, and pacifiers.

Disinfecting

Destroying or inactivating most germs on any inanimate object, but not bacterial spores. Disinfecting may be appropriate for diaper tables, door and cabinet handles, toilets, and other bathroom surfaces. Germs Microscopic living things (such as bacteria, viruses, parasites and fungi) that causes disease.

Cleaning our Tables, Chairs and Changing Pads



1. We use a soapy water first on solid surfaces
2. We wipe up the soapy water after the recommended time as directed on the bottle
3. We then spray a bleach solution and let set for the dry time as recommended by our cleaning products

Meals/ Snacks

The meals that are served vary by classroom. In our full day programs children, will receive breakfast, lunch and an afternoon snack. The younger children will learn to carry their own plates and clean up their mess. They will practice putting their dishes in the sink as well as dumping their left-over food in the trash. The children will be encouraged to try a few more bites if I notice they did not eat very much. Children will also be encouraged to drink their milk.

Nutritional Director

At Crayons 2 Pencils Early Learning Center we have hired a Nutritional Director who will oversee all meals the children are served. She follows the CACFP (Child, Adult Care Food Program) guidelines.

It is also the job of the nutritional director to make sure that the Refrigerator temperatures are monitored to keep food at the perfect temperature.



Sack Lunch

When children are in our program over lunch time, they are welcome to bring a lunch from home or lunch will be provided for them.



Menu

Our nutritional director will create menus that are posted at the entrance of the building. This will help you and your child know what meals will be served each day. You can also receive a copy of these by emailing the directors or your child's teacher.

Milk



Milk is required to be served at every breakfast or lunch. We serve 1% milk at Crayons 2 Pencils. If your child is allergic to milk, we need a written note from their pediatrician stating that they cannot have milk along with the milk substitute. If that is the case, you will be asked to provide the milk substitute that they can have. Anything that you bring in should be sealed. The date will be monitored to make sure it is served with in its appropriate time frame.

Meal Times

Red Learning Center	Brest Milk and formula will be fed. Parents provide those. Bottles will be warmed in a bottle warmer. Parents will provide food for this classroom until they are eating solid food.	Green Learning Center	Breakfast – 8:15 Lunch 11:00 PM Snack 3:00
Orange Learning Center	Food will be cut up small to make it easy for children to eat. Alternative meals may be provided for this class depending on what the center was serving. Only age appropriate foods will be provided in our orange learning center.	Blue Learning Center	Breakfast – 8:15 Lunch 12:00 PM Snack 3:00
Yellow Learning Center	Breakfast – 8:15 Lunch 11:00 PM Snack 3:00	School Age Children	<u>During the school year</u> PM Snack will be served at 3:45 <u>On days when there is no school</u> Breakfast will be at 8:30 Lunch 12:00 PM Snack 3:45
Purple Preschool	Breakfast is served at 8:15 AM Lunch is Served at 12:00 Play n Learn Only PM Snack is served at 2:40		

Birthdays



A birthday is a very special event. We will celebrate each child birthday during class. You may bring treats to class. They can be homemade or store bought. The children will decorate a card for your child and we will sing Happy Birthday to them in class. If your child's birthday is in the summer, we will have a party for them in the spring. Some children like to bring a picture of them when they were a baby to share with the class.

Babies & Feeding

Our infant and toddler room have some specialized rules geared towards just their age group. The first one is bottles. We do allow formula and breast milk. Breast milk bottles need to be dated and labeled with the child's name. Breast fed bottles need to be in special container that can hold the bottles in the refrigerator as so they do not get mixed up with any other child's bottles. Because breast milk is dealing with human bodily fluid, staff will have a separate bottle warmer for breast fed babies and formula fed babies. All bottles will be sent home each night to be washed.

Formula fed babies can have a canister of formula at school. It needs to be labeled with your child's name. Please also provide bottles for each day. The bottles will go home at night with you to be washed and sanitized.

All children under the age of one will have a crib to sleep in at nap time. Children will not be permitted blankets under any circumstances in their cribs. A sleep sack is ok as long as it does not restrict movement of their arms. It has to be one where the top looks like a shirt. We don't encourage these however they are allowed.

Once a child turns 1 years old, Crayons 2 Pencils Early Learning Center has the option to put them to sleep on a toddler cot.

Babies infant up to 1 year of age are not allowed to sleep anywhere except their cribs. If a child falls asleep in the arms of the teachers or in a bouncy seat, they will be removed to the crib. We do not allow baby swings at this center. We follow all SIDS trainings where all babies are placed on their backs to sleep.

Helpful Warming Infant Bottles Tips –From the Healthy Child Care Iowa Program

https://idph.iowa.gov/Portals/1/Files/HCCI/warming_bottles.pdf

Bottles and infant foods can be served cold from the refrigerator and do not have to be warmed.

If you choose to warm bottles prior to feeding:

1. warm under running, warm tap water or place in a container of water that is no warmer than 120°F
2. Swirl bottle to distribute the heat evenly prior to feeding

Bottles should not be left in a pot of water to warm for more than five minutes.

Bottles and infant foods should never be warmed in a microwave oven. Caregiver/teacher should not hold an infant while removing a bottle or infant food from the container of warm water or while preparing a bottle that has been warmed in some other way.

Bottles of human milk or infant formula that are warmed at room temperature or in warm water for an extended period of time provide an ideal medium for bacteria to grow.

Infants have received burns from hot water dripping from an infant bottle that was removed from a crock pot or by pulling the crock pot down on themselves by a dangling cord. Caution should be exercised to avoid raising the water temperature above a safe level (120°F) for warming infant formula or infant food.



Children will be held during feedings. No bottles will be propped.

Amber Teething Necklaces are not allowed at Crayons 2 Pencils

Nutrition For Infants

<http://cfoc.nrckids.org/StandardView/4.3.1.9>

Bottles and infant foods can be served cold from the refrigerator and do not have to be warmed. If a caregiver/teacher chooses to warm them, bottles should be warmed under running, warm tap water or by placing them in a container of water that is no warmer than 120°F. Bottles should not be left in a pot of water to warm for more than five minutes.

Bottles and infant foods should never be warmed in a microwave oven.

Infant foods should be stirred carefully to distribute the heat evenly. A caregiver/teacher should not hold an infant while removing a bottle or infant food from the container of warm water or while preparing a bottle or stirring infant food that has been warmed in some other way.

If a bottle warmer is used for warming infant formula, human milk, or infant food, it should be out of children's reach and used according to manufacturer's instructions. For both slow-cooking devices and bottle warmers, glass bottles with a silicone sleeve (a silicone bottle jacket to prevent breakage) or those made with safer plastics, such as polypropylene or polyethylene, should be used.

Bottles, bottle caps, nipples and other equipment used for bottle feeding should not be reused without first being cleaned and sanitized by washing in a dishwasher or by washing, rinsing, and boiling them for one minute.

Infant Feeding Policy

<http://cfoc.nrckids.org/StandardView/9.2.3.12>

A policy about infant feeding should be developed with the input and approval from the nutritionist/registered dietitian and should include the following:

- a. Storage and handling of expressed human milk;
- b. Determination of the kind and amount of commercially prepared formula to be prepared for infants as appropriate;
- c. Preparation, storage, and handling of infant formula;
- d. Proper handwashing of the caregiver/teacher and the children;
- e. Use and proper sanitizing of feeding chairs and of mechanical food preparation and feeding devices, including blenders, feeding bottles, and food warmers;
- f. Whether expressed human milk, formula, or infant food should be provided from home, and if so, how much food preparation and use of feeding devices, including blenders, feeding bottles, and food warmers, should be the responsibility of the caregiver/teacher;
- g. Holding infants during bottle-feeding or feeding them sitting up;
- h. Prohibiting bottle propping during feeding or prolonging feeding;
- i. Responding to infants' need for food in a flexible fashion to allow cue feedings in a manner that is consistent with the developmental abilities of the child (policy acknowledges that feeding infants on cue rather than on a schedule may help prevent obesity) (1,2);
- j. Introduction and feeding of age-appropriate solid foods (complementary foods);
- k. Specification of the number of children who can be fed by one adult at one time;
- l. Handling of food intolerance or allergies (e.g., cow's milk, peanuts, orange juice, eggs, wheat).

Individual written infant feeding plans regarding feeding needs and feeding schedule should be developed for each infant in consultation with the infant's primary care provider and parents/guardians.



A Child Care Provider's Guide to Safe Sleep

Helping you to reduce the risk of SIDS <http://www.healthychildcare.org/pdf/SIDSchildcaresafesleep.pdf>

DID YOU KNOW?

- About one in five sudden infant syndrome (SIDS) deaths occur while an infant is being cared for by someone other than a parent. Many of these deaths occur when infants who are used to sleeping on their backs at home are then placed to sleep on their tummies by another caregiver. We call this “unaccustomed tummy sleeping.”
- Unaccustomed tummy sleeping increases the risk of SIDS. Babies who are used to sleeping on their backs and placed to sleep on their tummies are 18 times more likely to die from SIDS.

WHO IS AT RISK FOR SIDS?

- SIDS is the leading cause of death for infants between 1 month and 12 months of age.
- SIDS is most common among infants that are 1-4 months old. However, babies can die from SIDS until they are 1 year old.

Because we don't know what causes SIDS, safe sleep practices should be used to reduce the risk of SIDS in every infant under the age of 1 year.

KNOW THE TRUTH... SIDS IS NOT CAUSED BY:

- Immunizations
- Vomiting or choking

WHAT CAN CHILD CARE PROVIDERS DO?

Follow these guidelines to help protect the infants in your care:

CREATE A SAFE SLEEP POLICY

Create and use a written safe sleep policy: Reducing the Risk of Sudden Infant Death Syndrome, Applicable Standards from Caring for Our Children National Health and Safety Performance Standards: Guidelines for Out- of-Home Child Care Programs outlines safe sleep policy guidelines. Visit <http://nrckids.org/CFOC3/HTMLVersion/Chapter03.html#3.1.4.1> to download a free copy.

A SAFE SLEEP POLICY SHOULD INCLUDE THE FOLLOWING:

- Back to sleep for every sleep. To reduce the risks of SIDS, infants should be placed for sleep in a supine position (completely on the back) for every sleep by every caregiver until 1 year of life. Side sleeping is not safe and not advised.
- Consider offering a pacifier at nap time and bedtime. The pacifier should not have cords or attaching mechanisms that might be a strangulation risk.
- Place babies on a firm sleep surface, covered by a fitted sheet that meets current safety standards. For more information about crib safety standards, visit the Consumer Product Safety Commissions' Web site at <http://www.cpsc.gov>.
- Keep soft objects, loose bedding, bumper pads, or any objects that could increase the risk of suffocation or strangulation from the baby's sleep area.
- Loose bedding, such as sheets and blankets, should not be used. Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, are good alternatives to blankets.
- Sleep only 1 baby per crib.
- Keep the room at a temperature that is comfortable for a lightly clothed adult.
- Do not use wedges or infant positioners, since there's no evidence that they reduce the risk of SIDS, and they may increase the risk of suffocation.
- Never allow smoking in a room where babies sleep, as exposure to smoke is linked to an increased risk of SIDS.

- Have supervised, daily “tummy time” for babies who are awake. This will help babies strengthen their muscles and develop normally.
- Teach all staff, substitutes, and volunteers about safe sleep policies and practices and be sure to review these practices often.

When a new baby is coming into the program, be sure to talk to the parents about your safe sleep policy and how their baby sleeps. If the baby sleeps in a way other than on her back, the child’s parents or guardians need a note from the child’s physician that explains how she should sleep, the medical reason for this position and a time frame for this position. This note should be kept on file and all staff, including substitutes and volunteers, should be informed of this special situation. It is also a good idea to put a sign on the baby’s crib.

ace up to wake up – healthy babies sleep safest on their backs.

Do not place pillows, quilts, pillow-like toys, or anything in the crib.

Supervised daily tummy time during play is important to baby’s healthy development.

SAFE SLEEP PRACTICES

- Practice SIDS reduction in your program by using the *Caring for Our Children* standards.
- Always place babies to sleep on their backs during naps and at nighttime.
- Avoid letting the baby get too hot. The infant could be too hot if you notice sweating, damp hair, flushed cheeks, heat rash, and/or rapid breathing. Dress the baby lightly for sleep. Set the room temperature in a range that is comfortable for a lightly clothed adult.
- Talk with families about the importance of sleep positioning and encourage them to follow these guidelines at home.

SAFE SLEEP ENVIRONMENT

- Place babies to sleep only in a safety-approved crib with a firm mattress and a well-fitting sheet. Don’t place babies to sleep on chairs, sofas, waterbeds, or cushions. Adult beds are NOT safe places for babies to sleep.
- Toys and other soft bedding, including fluffy blankets, comforters, pillows, stuffed animals, bumper pads, and wedges should not be placed in the crib with the baby. These items can impair the infant’s ability to breathe if they are close to their face.
- The crib should be placed in an area that is always smoke-free.
- Room sharing *without* bed-sharing is recommended. Evidence has shown this arrangement can decrease the risk of SIDS as much as 50%.

OTHER RECOMMENDATIONS

- Support parents who want to breastfeed or feed their children breast milk.
- Encourage parents to keep up with their baby’s recommended immunizations, which may provide a protective effect against SIDS.
- Talk with a child care health consultant about health and safety in child care.
- Have a plan to respond if there is an infant medical emergency.
- Be aware of bereavement/grief resources.

AM I A CHILD CARE PROVIDER?

Some child care providers are professionals with college degrees and years of experience, but other kinds of child care providers could be grandparents, babysitters, family friends, or anyone who cares for a baby. These guidelines apply to any kind of child care provider. If you ever care for a child who is less than 12 months of age, you should be aware of and follow these safe sleep practices.

If you have questions about safe sleep practices please contact Healthy Child Care America at the American Academy of Pediatrics at childcare@aap.org or 888/227-5409. Remember, if you have a question about the health and safety of an infant in your care, ask the baby’s parents if you can talk to the baby’s doctor.



Infant Safe Sleep Policy:

Upon enrolling for our infant room, our directors and classroom teachers carefully explain our Safe Sleep policies to parents. We also have them included in our parent handbook for reference. Teachers working in our infant room, must first complete a training with the directors on infant care and Safe Sleep policies. Additionally, all infant room teachers renew this training every 6 months. We track training in our ProCare system. Our infant room consistently displays Safe Sleep posters in the classroom.

At Crayons 2 Pencils, all infants are placed on their back to sleep. If teachers have observed them successfully rolling back to front and front to back, they are allowed to remain in the sleep position they assume. At C2P, if a child needs to be put to sleep in a position other than their back, we require a waiver from the child's primary physician with an expiration date. To maintain safety of our products, we keep crib manufacturer certificates on file in the office.

Each infant upon falling asleep, is placed in their own crib with a firm mattress and tight-fitting sheet. If an infant falls asleep outside of a safe sleep environment, they are immediately moved by a teacher to their crib. Each crib is labeled with the infant's name and ability. We do not allow blankets in the crib or swaddling. Our crib sheets are washed weekly, or more often if needed. In addition, stuffed animals, toys, burp rags, or mobiles are not allowed in the crib. All bibs are removed before putting infants in their crib to sleep.

We use a Nest system to control the room temperatures. The infant room is programmed to stay between 68 and 70 degrees at all times. Teachers very closely monitor and observe infants during nap time. They touch their skin and look for redness in their face as well as signs of discomfort or distress. Some signs of discomfort may include, but are not limited to: feels hot, looks flushed, restless, or fussy. Our nursery is a smaller classroom, so the teachers are in close proximity to observe infants as they are sleeping. Our infant room has 2 teachers and 8 infants. Each teacher is assigned 4 cribs to monitor at nap time.

Due to safety reasons, pacifiers are not allowed outside. While in the classroom and sleeping, pacifiers can be used with parent permission if they are not attached in anyway. If a teacher or director notices an unsafe item on an infant or child, we remove it immediately and put it in the child's backpack. We send parents a message to let them know that the item is unsafe and has been placed in the backpack. To maintain safety of our products, we keep crib manufacturer certificates on file in the office.

Toy Safety

It is our job to keep your children as safe as possible. Our toys are inspected daily for broken, defective or recalled toys. Toys that are broken will be thrown away. Toys will also be sanitized on a regular basis. Any time a toy was in a child's mouth, the toys will be placed in the sink to be washed after class. Toys will also be washed using the bleach solution on a monthly basis. Big toys will be wiped down daily. Smaller toys will be soaked in the bleach solution. This is an ongoing activity. Every few days we will rotate the toys that are being washed. We will use the dishwasher, washing machine and spray bottles and bleach solution to wash every toy and all walls and door and sink handles in our classroom. If a child was sick the entire classroom will get a deep cleaning as to prevent another child from becoming ill.

Outdoor Play

We love to play out doors as much as possible. We use the temperature chart below to determine when it is safe outside to play. During the winter, we ask that children come every day with hats, gloves, snow pants, snow boots and a winter coat. You are welcome to leave them at school during the week. Please bring items in a separate bag than

their backpack. Please label everything so that we can help identify all of their supplies. In the summer time we also follow the below temperature chart for safety. Please have your child bring a swim suit and towel each day.

Our Playgrounds

Crayons 2 Pencils understand the importance of outdoor play. Children at both Crayons 2 Pencils Locations have a wide variety of outdoor activities. We ask you not to send them in their Sunday's best as they will be playing games in the grass, digging in the sand and so much more. **Also, for girls that want to wear dresses, please make sure they wear a pair of shorts under their dress to help them to be able to still climb, play and tumble outside on our tumbling mats.**



Fresh air and large-muscle activities are important for development of young children. The amount of time spent outdoors depends on the weather. All children should plan to go outside every day, and should wear and/or bring clothing appropriate for the weather. **Note:** Children should wear tie shoes or secure sandals to avoid running accidents.

Playground Inspections

At Crayons 2 Pencils Early Learning Center safety is our number one focus. We conduct ongoing inspections of our toys both inside and outside. Broken toys or items will be thrown out immediately. If you ever see something broken never hesitate to let us know so we can remove it. We have a chart of inspections done monthly hanging by the playground door by the yellow classroom.

Weather Chart

The below weather chart is what we use to determine when it is safe for children to be outside.

Understand the Weather

Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- 32° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

		Wind Speed in mph									
		Calm	5	10	15	20	25	30	35	40	
Air Temperature	40	40	36	34	32	30	29	28	28	27	
	30	30	25	21	19	17	16	15	14	13	
	20	20	13	9	6	4	3	1	0	-1	
	10	10	-1	-4	-7	-9	-11	-12	-14	-15	
	0	0	-11	-16	-19	-22	-24	-26	-27	-29	
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43	
	-20	-20	-34	-41	-45	-48	-51	-53	-55	-57	
	-30	-30	-46	-53	-58	-61	-64	-67	-69	-71	



Comfortable for out door play



Caution



Danger

Heat Index Chart (in Fahrenheit %)

		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	106	109	113	117	122	127	132
	94	97	100	102	106	110	114	119	124	129	135			
	100	109	114	118	124	129	136							
	104	119	124	131	137									
	110	136												

Drinking Water



It is important for children and adults to stay hydrated. Children are offered water upon demand at school. We also have frequent water breaks where students can use the drinking fountains located next to the handwashing station. In addition, children are allowed to have water bottles with them during the day. During the summer children will carry these water bottles with them whenever they go outside.



Sunblock

As the weather turns nice the children will spend more time outdoors. We ask that each parent provide 2 bottles of sunblock to the center. SPF 50 or above and it needs to be a cream and not the spray kind. Children will have sunblock applied multiple times during the day. We have a sunblock roster that we mark when children have sunblock applied. Parents will bring in one bottle of sunscreen per child. We will use one bottle for all kids until it is gone and then we will get another bottle. This ensures that teachers are not carrying 12+ bottles around at the same time. If your child has an allergy we will have a bottle reserved just for them and teachers will wear gloves when applying sunblock.

BEHAVIOR



Working with your Child

Redirecting your child

I use positive reinforcements as more effective behavior management. Our program feels children will learn more when we use praise for great behavior than they would by telling them what they should not do. Example: You will hear us say quotes to your child such as: “I love how you two are playing cars together nicely” or “Suzie, you are sitting so nicely at the table” I use redirecting and verbal warnings when needed.

If I see a child demonstrating a behavior that is unacceptable or could harm them or someone else they will be given a warning. During my warnings, I get down to their eye level and let them know that their behavior is unacceptable because it could hurt someone or whatever the reason may be. After we are done talking I will then attempt to redirect your child to a different activity. If I see your child acting out in the same way again, I will then get down to their eye level again and say I let them know that this behavior is unacceptable and that this is their warning. They will be told that they will have to go to the think it over area if this behavior continues.

I use the think it over area as a last resort. They will be asked to think it over 1 minute per their age. Once the time is complete, we will again have a talk as to why they were there and what we could do different next time. They will be asked to apologize for not listening and then they will be given a hug and will get to join the group again.

I will let all parents know if your child received a warning in class that day. It is very rare for someone to go to the think it over spot in class as our program is full of activities and I find that children misbehave when there is not much to do and they are getting board. Our class is very fast paced since they have short attention spans. 9 out of 10 times a simple warning will do the trick.

Positive Behavior Plan:

At Crayons 2 Pencils we promote positive behaviors. We guide children in developing self-control and appropriate behaviors. In our classrooms, our teachers include daily mini lessons on feelings and problem-solving skills. We also coach children through situations with positive redirection and modeling. Teachers use puppets and role play to help children practice new skills in the classrooms.

If children are struggling with behaviors, they can take a break in our calm down areas. Each classroom has one in place for children to access throughout the day. Corporal punishment and physical discipline are

prohibited at all times. As directors, we visit the classrooms daily and monitor classroom interactions through cameras. We have them in each classroom for safety and reference.

As part of our new teacher training, we explain our behavior plan. In addition, we have biweekly meetings or more often as needed with our teachers to discuss and retrain to support behaviors. Upon enrollment, parents in our introductory tour are given a discussion that includes our positive behavior policy. It is also available in our parent handbook as a reference. If we find that a child is struggling with behavior in the classroom, we offer parent meetings and trainings to provide support.

When we start to see warning signs of behaviors we will jump into action as a teaching team to set up an environment that will be successful for them.

Some of the things that we will do:

1. Rearrange the classroom so it is not so easy to climb on furniture if that is a struggle
2. Get a visual picture schedule customized for that child
3. Make a social story for the child showing them doing the right things in the classrooms – They will read it with teachers and earn prizes or get to pick a special thing for their classroom as a reward for reading it so many times with their teacher.
4. Break their day down into sections – Using a system where they can earn checks or circles for following the rules. Goal is to have earned 16+ checks per day – So many checks will equal in some type of reward.
5. Having a percentage chart where we can track and share with the parents how much they are on task vs off task for the day.
6. Working with AEA
7. Having daily social and emotional lessons with the class and in small groups

Discipline Plan

1. Redirect in the classroom
2. Assistance from the Center Directors – Working with teachers to see what we can change on our end to help the child
3. Parent Meeting
4. One Day Suspension
5. Contact AEA or Child Care Resource and Referral
6. Parent Meeting
7. Three Day Suspension followed by a Termination if the child continues to have unsafe behaviors in the classroom.

Immediate Parent Contact for Safety – Depending on severity could result in immediate termination

1. Running into the parking lot or street – Running from teachers is an unsafe behavior that we cannot have here at C2P

2. Harming a teacher by hitting or throwing things at the teachers or students
3. Standing or jumping on Furniture – We do not allow children to climb on our furniture at school for safety reasons
4. Running out of the classroom without a teacher
5. Continual use of foul language and name calling to peers or teachers
6. Complete lack of respect for teachers and directors

Crayons 2 Pencils does have the right to immediately terminate a family when a parent or child is causing harm to other children or staff. This includes violent behaviors, inappropriate language, threatening behaviors, failure to work with staff and directors.

Indications that a smaller learning environment may be more beneficial for a child

1. Child requires above and beyond teacher guidance (child needing a one-on-one teacher is not something we are able to provide at Crayons 2 Pencils)
2. Refuses to transition and follow classroom guidelines (disrespectful to teachers and peers)
3. Child refuses guidance from the directors.

Biting

As we know young children can bite for a number of reasons. It could be simply because they are teething and it feels good. We also know that when a child bites it can be caused by lacking the communication skills that say “Can I play with you” or “Can I have a turn after you”. When we see biting we do the following. An incident report will be filled out for both children. We do keep the name of the child that was bit or bitten that day confidential. The child who bit that day will have a teacher keeping a much closer eye. They will be looking for any opportunity to see when the child is feeling frustrated and jump in to help give them the words they don’t have at this time.

If a toddler becomes a biter we have the following steps that go into place:

1. The child that has bitten will be partnered up with the teacher for the day. They will be always with in arms reach of the teacher so the teacher is able to help the child learn to communicate.
2. We will document the times of day that the child seemed to want to bit others. Was it at group time, was it on the playground, was it right before lunch.
3. IN some cases when children bite, it is because it feels good on their gums while they are teething. We will then get each child in the class a cold teething ring they can have with them. We will provide an extra crunchy snack item to help ease the pressure.

If a child is 3 years old and older who has shown a pattern of wanting to bite, we will follow our Discipline plan.

Bad words

Sometimes our friends pick up new words from somewhere in their little world. While we don't like to hear such ugly words come out of the mouth of a young child, we don't make a big deal of it. What we do instead is try to change what the child is saying. For example, what a child says F*** we would respond – “oh did you see a truck drive by, lets count how many trucks we can find.

As the children get older, we simply pull them off to the side and in a kind, word just pretend as if you think they did not know they were “grown up words”. We say to the child “sweetie, I am so sorry that you were not told this yet, I wanted to make sure you knew that those words were grown up words. You can use them when you're a grown up but you have to wait a little longer”.

If the child does continue to say such words, we would then call a meeting with the family.

Notifying Parents

We keep an open line of communication between parents and caregivers. When we feel like something happened at daycare, we are going to do one of the following ways to communicate with you.

1. Call you on the phone
2. Send you a text message with or without a picture
3. Write it on their take home sheet and send it home with the child
4. Have a face to face conversation with the parents at drop off or pick up
5. Schedule a time to sit down and talk about things happening in the classroom

Policy Reminders for how we handle Behavior Issues at the Recreation Center

If your child is struggling in the classroom (example: disruptive behaviors, hitting peers or counselors, using foul language, causing other children in the classroom to be in a dangerous situation, showing disrespect to counselors or other children) the following protocol will be followed:

The staff will communicate with you on behaviors they are seeing in the class at pick up. While we know this is never what any parent wants to hear and it can be very hard to digest, we do have your child's best interest at heart. Keeping open communication between teacher and parents is a vital part of your child's growth.

Behaviors not tolerated:

- a. Breaking Items or disregard to the items in the facility
- b. Swear words
- c. Hitting or harming other children or staff
- d. Not sitting safely on the bus or hurting others on the bus
- e. Not listening to the staff and following directions required to attend C2P.

What will happen if your child is not following the directions?

1. They will get a warning from the counselor (They could be asked to leave the room they are in or be told not to play with a certain person for a certain amount of time)
2. If the behavior continues, they will be called into the office for a warning – Depending on the situation, we may review the footage of what happened with the child. A note will also go home to parents letting them know their child spent time in the office today.
3. If the behavior continues it will be a parent/ child/ Director meeting in the office
4. If the behavior continues at that point, we have the option to either terminate the child or give a 1-day suspension.
5. If a one-day suspension was given, and the behavior continues yet again they will either get a termination or a 3-day suspension.
6. If they received a 3-day suspension, and the behavior continues, we will terminate the child from attending Crayons 2 Pencils Recreation Center effective immediately.

Crayons 2 Pencils Recreation is meant to be a fun and safe environment for all children. We do not have the staff to provide a one on one for children. This is a place where the kids can come and relax. For your child to attend, they must follow the rules set forth above.

Positive Praise: Our teachers spend their time praising the positives. Teachers will redirect a child when needed. They try to get them engaged in something else, help them to learn to communicate with their peers. Your child's teacher gets a little silly as they will role play certain behaviors to help teach kids sharing and so much more.

Nap Time

Nap time is a very important part of development for children from birth to Preschool. It is at that time when they rest their bodies that their mind is able to formally store the information they have learned from the day. Have you ever listened to your child as they lay in bed at night? You will hear them sing songs that they have learned, talk to their friends and play school all while they are lying in bed. Their bodies also need time to rest as they are growing so much in such a short time.

At Crayons 2 Pencils it is not uncommon for students to not take naps during the weekend with their families. However, while they are here, they are expected to lay down during nap time. All students are expected to lay down during nap time. We will not be able to honor the request to keep them up instead of taking a nap. Imagine having 16 3 or 4-year olds all trying to lay down at the same time. It can take a good 20 – 30 minutes just to get them all laying down after multiple bathroom breaks, extra hugs and one more drink of water just like at night time. If one child is up, the rest of the children want to be up as well. Nap time aside from the baby room is set daily from 1pm – 3 pm. Pre-K students do not take naps at Crayons 2 Pencils. Preschool kids will start to shorten their nap middle of the summer to help them prepare to not having a nap.

Children are asked to lay down on their cots. After a short while those that do not sleep will be giving activity baskets they can do until it is wake up time.

During the winter months when children cannot go outside and play at the end of the day, they will have extra energy inside that can keep them from falling asleep at bedtime. This is not because they took a nap at school but instead because their bodies still have energy to burn. That is why kids fall asleep during the spring and summer months faster.

During the long winter months what can you do to wear them out more before they go to bed?

Set up an obstacle course in your living room

Play family hide-n-seek (or flash light hide-n-seek)

Have exercise time where they do jumping jacks, toe touches, kids yoga

Turn the TV off and remove any type of video games systems or IPADS 2 hours before bedtime. TV keeps their minds wired if they watched it prior to going to bed.

Read them stories, talk about their day and make bedtime a smooth transition.

Any chance to get outside after dinner take it.

When they are in the Pre-K Class they will start to eliminate nap times. During the months of August – December nap times are about 1.5 – 2 hours long. December -March they are shortened to about 1.5-1-hour long. April-May we slowly take one day of nap time away. June-August – they will not take naps anymore. The reason we are doing this is to get them ready for when they go to kindergarten at the end of August. In Kindergarten there are no more naps or rest times. Be prepared for them to be a little extra tired and maybe whiny at night time especially in the month of June. We just took their naps away and they are outside so much more.

Parent Meetings

Beginning of the year things to know:

Every August we set up large group meetings where we will go over the day-to-day activities your child will do. We will talk about what to expect during the new school year and answer any questions you may have.

Fall Check In:

In the fall we will hold large group parent meetings. We will talk about tips and tricks that parents are wanting to know based on the survey we went out. These are held in large group settings and are held over multiple dates so you can find a time that fits for your family to attend.

Behavior:

There are times when we feel it is important to meet with parents about a child's particular behaviors. If we continue to see behaviors that we need your assistance with addressing know we will set up a time that works for both the center and you. This will be a time for us to talk about issues and brainstorm ideas that we could do to make adjustments. Our number one goal is to have an environment that is going to fit the child's needs. You are also welcome to set these up at any time. Just ask someone in the office.

Termination

You must provide a two-week written notice letting me know that your child will no longer be attending preschool/ Daycare. I will also provide you a written two week notice if your child is no longer able to attend our program. In extreme cases I have the right to immediately end a family's enrollment. If that happens you will not be reimburse for any amounts already paid. If you give me a notice during the preschool classes, I will pro-rate the remainder of classes your child will attend. You will not be responsible for the entire month as long as a 2-week notice was giving in writing.

Communication

We value each family and we want to be here to give you as much feedback on your child's daily progress. At the beginning and ending of each class you can count on us to give you a brief overview of your child's day. If you are not the one picking up your child from school feel free to call text or email anytime.

We are also here for your family on a personal level as well. If there are behaviors at home that you are having trouble with feel free to contact Jill and she can set up a one-on-one appointment and she can teach you some techniques that really work. Each child and family is different and we are here to work with you anyway we can.

We also use an app called remind which allows us to send out a class text message to all of the families. We will ask that parents sign up for this so you can get quick reminders about events such as picture day, pajama day, late start or school closings.

We also send out emails for you with information. In addition to Facebook, our text messages, daily communications, we also have a calendar located on our website at www.crayons2pencils.com where you can find important dates. We will also give you a schedule of themes for the entire year every September.

Cell Phones and Smart Watches

Crayons 2 Pencils does not allow children to have the use of cell phones or smart watches while in care. If your child needs this item, they can either keep it in the car with their parents or put it in their backpacks. If teachers see children using the items, we will ask them to put them in the office until pick up time. Since we are unable to monitor what they are watching or who they are taking to we find it best to not allow them for any child. For children using a smart watch we also will ask that parents keep them at home. We do not want children distracted while at school by playing games or having their friends want to play with the watch. We know parents spend a lot of money on these items and we do not want to risk them losing them or get them broken or ruined during play or sensory time. If you have a question for your child, you are welcome to call the center and we can transfer you to your child or you can message your child's classroom teachers with questions you may have. This also includes iPod, iPad, laptops and any electronic game system. If we see these items with your child, we will ask them to put them in their backpacks until It is time to go home.



Seasonal Activities

(We celebrate all the traditional Holidays at C2P)

Halloween Party

We celebrate our Halloween Party at Howells Pumpkin Patch in Cumming Iowa. Siblings are welcome to attend. We will close the center early one usually the second Friday in October. The center closes sometime between 2:30 and 3:00 each year. You will have lots of advanced notice when this happens. We plan on being at the pumpkin patch by 4:00. Children will enjoy the hay rack ride, choosing a pumpkin, feeding the animals and even a snack and the kiddie Coral. Crayons 2 Pencils Early Learning Center does not transport to the pumpkin patch. All families will need to provide their own transportation there. School age children and grandparents are welcome to attend.



Christmas and our Christmas Program

Christmas time is a very fun and exciting time in our classroom. We will hang up Christmas lights on our ceilings as well as decorate the classroom with art work and decorations. We will talk about Santa, make food for his reindeer and sing Christmas songs. We host two Christmas events each year.

Santa's Workshop

Usually the first weekend in December we open our center to the community. Each classroom turns into a winter wonder land full of games and activities for everyone to enjoy. Our event would not be what it is without the Jolly guy himself so of course Santa and Mrs. Clause is there too. This is our fundraiser that helps put new toys on our shelves. The kids work on items to sell or auction off.



Easter Fun

Each year the children get to go on an fun and exciting Easter Egg hunt where we have hundreds of eggs for them to find. We ask donate a bag of candy to help



that the parents make this party a lot of fun.

Parents are always welcome to join in at our Easter parties. Some years we actually have a real bunny come to school for the kids to get a picture with.

Tie Dye











In the Summer the Recreation Center we will be making tie die shirts. The children will get to pick their colors and designs. I will ask parents to bring a plain white tee shirt from home. Your children's hands may be colorful for a few days as we make our shirts. I will also let you know what day we will be making our shirts so you can be sure to put them in old clothes. We do try our very best to keep the children from staining their own clothes by having them wear paint shirts over their clothes.

Field Trips for School Age Kids

During the summer time we strongly believe that older children need to do more than just stay at the center all day long. Children who have completed Kindergarten and above will be able to take field trips. The Recreation Center will send out a summer and events calendar each year. Parents are responsible for paying the extra fees associated with the field trips.

You will be given a calendar for the entire summer letting you know where the children will be going. Safety is our number one focus. A director will attend all bus field trips with the children. Roll call is done on the bus, after they get off the bus and multiple times during the event. They will again have roll call when they line up to get back on the bus, once they are sitting on the bus and again once we arrive at the center. A staff member is assigned the role of being the caboose. This caboose job is to be the very last one off the bus each time to ensure no children are left in a seat. They then report to the director at the front of the bus that it is all clear before the bus is able to leave.

Children stay with the teachers at all times. In the event that a child is misbehaving on a field trip, for their safety they may not be allowed to attend the next trip. We want to have fun and make sure everyone is safe.

JUNE 2021						
Theme	Monday	Tuesday	Wednesday	Thursday	Friday	Field trip Cost
Week 1 Summer Bucket List 	31 Closed - Memorial Day	1 1st Day of SUMMER Kick Off Summer Color Chalk Explosion Take home Poster to create all about me	2  Cup Water team Challenge Capture the Flag  Don't drop the water balloon	3 Big Ball Game Field Twister Make a bucket list  Bowling K-1 L:1pm - R 3:30	4 Donut Eating Contest Glow in the dark basketball game Sand castle building contests  Bowling 2-5th L:1pm - R 3:30	k-1st \$8.00 2nd-5th \$8.00
Week 2 Up in the Air 	7 Build Rocket Ships Balloon Rocket Races Beach Ball Volleyball	8 Colorful Slip n Slide with Paint Gaga Ball Tournament Parachute and Ball Fun Outside	9 Kite Flying Make Homemade popsicles Make Paper Airplanes	10 Streamer Wars in the field Water balloon Baseball game Clothespin Airplanes	11 Styrofoam planes Kickball Game Create a Parachute	k-1st \$0.00 2nd-5th \$0.00
Week 3 Treasure Island 	14 Walk the plank Create a treasure map Tug of War	15 Go on a treasure hunt Stomp the deck (Balloons)  Zoo K-1 L: 10:00 - R 2:30 Picnic Lunch @ Zoo	16 Make tin foil boats Activities Water Games K-1  Norwalk Pool 2nd -5th L:2:00-R:5:00 PM Parents can pick up from @ the pool	17 Four Square Games Water Gun tower Fun Water Gun Fight Create a self portrait	18 Sponge Toss Games Paint with sidewalk chalk and Sponges outside Create Giant Bubbles	k-1st \$6.00 2nd-5th \$6.00
Week 4 Down on the farm 	21 Round up the sheep Balloon Game Planting Grass in Cups Food that comes from a farm	22 Painting a farm Team Project- Farm Posters Lifesize Pac Man Game in Grass	23  Howells Pumpkin Patch (2-5th) L: 9:45 - R:2:30 (k-1st) L: 10:30 - R 3:30 Picnic Lunch @ Howells	24 Human Ring Toss Cheeto Head Game Football Toss Game Worm Races	25 Glow in the Dark Dance Party in the Gym Draw a sidewalk chalk farm across the basketball court	k-1st \$7.00 2nd-5th \$7.00
Week 5 Camping 	28 Outdoor Scavenger hunt Large Jenga	29 Tie Dye 4th of July Shirts - Wear old clothes Build a Toothpick Tent	30 Canvas Painting Create a poster of forest animals	1 Bags Game Board game Fun	2 Bring a blanket from home- Fort building day Body Bowling	k-1st \$0.00 2nd-5th \$0.00

School Supply List

Each year the students will have a school supply list. This aids the classroom on supplies throughout the year.

You will find the school supply list in the welcome letter prior to school starting. You can bring your supplies to class at open house or on the first day of school. You do not need to label your child's supplies as they will be used by the entire class. If you are unable to provide school supplies for your child, please contact me and I will make sure your child has them prior to class starting.



First day of School

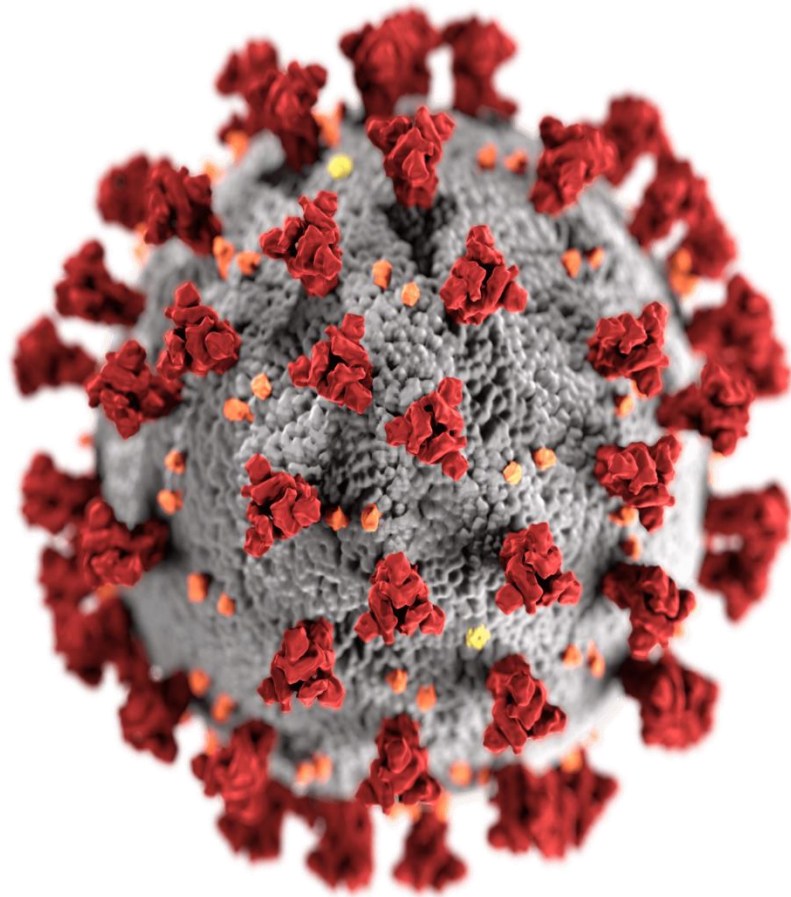
The time has come for their first day of school with Crayons 2 Pencils Preschool. This day may be filled with a lot of emotion which is very normal. You may be sad to leave them as for some of you this is your first time leaving them anywhere. For others, you may be seasons pro's and ready to take advantage of your new-found freedom. It is normal for some children to cry and cling to your leg not wanting you to go especially if they have never been anywhere like this before. The longer you stay the longer they will cry.

It is best to talk to them in the days prior to them attending about things they will do at school. Let them know you will not be there to play with them but will be there to pick them up as soon as class is over. Let them know they are such a big kid for going to school. Tell them you can't wait to see the pictures they will make at school. Pick a place in the house that they can hang their art work at home. Please know that they are going to be ok and just know they are in great hands. Their tears will stop soon. It is normal for them to cry more the second time than the first as they now know that you are going to be gone. I want you to know the most important thing- the sooner that you leave, the sooner their tears will stop. They do not cry the entire class. Once you are gone they start to play with the toys. Just know I will call you if I am unable to get them to calm down.

SPECIAL NOTE:

As always, I have an open-door policy. You will need to enter your code that will be given to you at the time you enroll in the program. You are welcome to walk in at any time without notice during business hours. Those hours are 7:00 AM 5:30 - PM Monday – Friday. Please feel free to email, call or text with any questions. My cell is 515-306-8722 – Email: crayons2pencils@yahoo.com and the center phone is 515-285-5322

Covid-19





Birth-Pre-K Location

Address: 800 Colonial Circle, Suite 123, Norwalk, IA 50211

Phone: 515-285-5322



School Age Location

Address: 515 Sunset Drive, Norwalk, IA 50211

Phone: 515-243-2802

Website

www.crayons2pencils.com

Email:

crayons2pencils@yahoo.com



Crayons 2 Pencils and COVID-19:

- If your child, or someone in your house, is being tested for COVID, your child will need to stay home until results are back.
- If your child's teacher tests positive for COVID, you will be notified by Cindy and Jill.
- If a teacher your child has been in contact with for more than 15 minutes at a time, tests positive for COVID, you will be notified by Cindy and Jill.
- If a student in your child's class, tests positive for COVID, you will be notified by Cindy and Jill.
- If a student in another class, that your child has been in contact with for more than 15 minutes at a time, tests positive for COVID, you will be notified by Cindy and Jill.
- At Crayons to Pencils we work very closely with our Warren County Nurse Consultant to stay up to date on all COVID-19 precautions.
- If any of the above scenarios take place - Our nurse consultant will advise as to what our next action will be. She will tell us if we need to close a classroom, section of rooms or the center down and we will communicate that with you.



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Quarantine Scenarios

Question: My child's teacher has tested positive for Covid-19 and now has to stay home for 14 days. Can my child come to Crayons 2 Pencils if they are symptom free?

Answer: No, since your child was in direct contact with someone testing positive, they will have to stay home for 14 days before they may return.

Question: My child's entire school building has to quarantine for 14 days, can my child come to Crayons 2 Pencils?

Answer: Depends, If your child was directly exposed to someone with Covid then they may not attend. If the school is doing this as a precaution and your child was not in direct contact with anyone who tested positive, then yes, they may attend Crayons 2 Pencils.

Question: My child's father works with someone who tested positive, can my child attend Crayons 2 Pencils.

Answer: Yes, as long as the child was not in direct contact with the person who tested positive, they may attend. If, however, the child's father also tested positive for Covid, your child may not attend.

Question: My child's older brother has to self-quarantine for 14 days as someone in their class tested positive. Can my child still attend Crayons 2 Pencils?

Answer: Yes, as long as your child's older brother is not showing symptoms of Covid.

What does Direct Contact Mean?

Direct contact is when a person is around someone for more than 15 minutes who tests positive for Covid. This is backdated by 48 hours from the time they were around the person who tests positive as you are contagious up to 48 hours before you start to show symptoms.

Example: If you stopped by a friend's house and visited for a half hour on Saturday but on Monday they go to the doctor and have to test for Covid and are positive, you will have to quarantine for 14 days.

Example: If you went to the grocery store and bought a gallon of milk and you find out 2 days later that your cashier tested positive for Covid you would NOT have to self-quarantine because you were not around the person for more than 15 minutes.

What is Crayons 2 Pencils doing to help eliminate the spread of Covid on our end?

Temperature Checks taken at the door at drop off daily – Anyone sick is to stay at home

Frequent Handwashing – Upon entering the facility each time, before after eating, after restroom, upon switching special activities

Limited Access into the facility – Only staff and students are permitted into the facility to eliminate the exposure to others

Cleaning & Sanitization- All items that can not be bleached down have been removed from the facility, playground, doors, light switches and toys are all sanitized multiple times per day.

made aware that the teachers at crayons 2 pencils preschool are mandatory child abuse reporters.

Parent Packet

Rec Center



Hi Parents,

Welcome to Crayons 2 Pencils. We are so excited to be a part of your child's journey. This packet is for you to keep. Some of it is a repeat of what you have signed on the contract while some of it is just some important information for you to know. Always know that our parent handbook is located on our website that you can access at any time.

Center Contact Information

Directors: Jill Larsen crayons2pencils@yahoo.com

Director: Cindy Gavin csgavin@gmail.com

On-Site Supervisors: Sarah Davis sdavis@crayons2pencils.org

On-Site Supervisors: Katie Haskovec khaskovec@crayons2pencils.org

Center Address: 515 Sunset Drive, Norwalk, IA, 50211

Center Phone Number: 515-243-2802 **Jill's Cell Phone** for Field trips: 515-306-8722

Center Hours: We open at 7:00 AM and close at 5:45 PM. Parents are to be here by 5:40. Kids can only be in care 10 hours max per day unless special circumstances such as weather or a parent is out of town traveling.

Initial Staff Trainings: All staff have state and federal background checks done along within the first 60 days they have to have Mandatory Child Abuse Reporter, Universal Precautions as well as a series of 10 hours of training called Early childhood essentials classes. Our teachers complete an ongoing 12 hours of training every year.

Birthdays: We love to share the special day with your child. You are welcome to bring homemade treats to class. If there are any allergies, I will let you know at the beginning of the school year. **The only thing we ask is no cupcakes.**

Communications

The center directors will use an app called "Remind" to send group text. You can respond back via the text messages. They will not go to your teacher but will go to the directors. We will relay messages to your child's teachers. You can use this message system to let us know if your child will be absent. Your child's teachers may send emails but most communication for the school age will come verbally from your child's teachers or on their private class Facebook page. You may also receive notes sent home with important things to know as well.

Facebook:

It is important for us to have the families included in our day-to-day programs. Each classroom has a private Facebook page set up for families and friends to join. In this Facebook page you will get most of your communications and notes from the teachers and directors. You will see the meal menu posted on your child's class page as well. We will share pictures and videos so you can stay connected on all the activities your child is doing at Crayons 2 Pencils.

On the Facebook page you will see

Daily pictures

Video clips

Monthly Newsletters

Communication from the office

Menu

ANNUAL REGISTRATION FEE:

I understand that a non-refundable, Registration Fee of \$65.00 shall be paid in advance to enroll my child at the time of enrollment. A \$45.00 Renewal registration fee will be applied to your account every August 1st for children that will be enrolled for the following school year. You must let the office know no later than July 1st if your child will **not** be attending the following year. Unless we hear from you, your child will be automatically enrolled for the following school year. You will be given a packet in July to return to the office. Your registration fee is good until July 31st.

PAYMENT OF TUITION:

I understand that tuition is due and payable, on the beginning of each week. All payments are due by the end of the day Monday. You have the option to pay via Check or cash or through our tuition express program. Tuition express is where we have you fill out an ACH form to allow us to withdraw funds weekly from your account. You will see the funds come out on Monday or Tuesday of each week if you choose to the ACH tuition express route. A majority of families do the tuition express to make it easier.

Planned School Year Non-school days

There will be a \$18 extra fee during the school year on days when there is no school. **Children need to be here no later than 9:00 AM each day.** You will be asked a week or so in advance if your child will be here that non-school day. For all children who attend there will be an extra \$18 for the day. Breakfast, lunch and Pm snack will all be served. Check with your child's teacher to know what time meals are so you do not miss them.



Bus Information: VERY IMPORTANT

Crayons 2 Pencils Recreation Center: 515 sunset Drive, Norwalk, IA, 50211:

If your child is enrolled at the Rec Center, Crayons 2 Pencils will provide transportation to Oviatt (Kindergarten & 1st Grade) and Orchard Hills (2nd and 3rd grade).

If your child is enrolled at Lakewood (4th grade) they will ride the Norwalk school district bus. You will need to sign up with the Norwalk school district to ride the bus. You will need to sign up as soon as possible to be guaranteed a spot on the bus. We are unable to reserve spots on the Norwalk school bus for students.

Late Starts for Elementary school

Crayons 2 Pencils Recreation Center: 515 sunset Drive, Norwalk, IA, 50211:

If school is delayed, they must be signed up for AM transportation to school to be able to attend on late start school days. There is no extra fee to attend for late starts.

Elementary School Day Cancelation Policy

If Norwalk Schools cancel school for the entire day children are able to attend Crayons 2 Pencils Rec Center all day. It will run as if there was a scheduled no school day. Children will need to be there no later than 9:00 AM if they are coming for the day. There will be a \$18 fee charged to students who attend.

Tuition is due at the beginning of the week on Mondays. Rates will vary from year to year.

LATE OR UNPAID TUITION:

If payment in full is not received when due, I agree to pay a late payment fee of \$10 per day that tuition is not received. All late fees are subject to change with reasonable notice. I understand that if my account is delinquent for more than one month, I may be asked to withdraw my child until my account is made current. The school cannot guarantee a child's spot will be held when a child is withdrawn due to non-payment of tuition. Any unpaid tuition fees may be sent to a third-party collection agency.

RETURNED CHECKS:

I understand that a processing fee of \$25 will be charged to my account for all checks or ACH declines which are returned for any reason. I further understand that once a check has been processed electronically, the check is no longer negotiable and will not be returned. If more than two checks are returned within a six-month period, families will be required to pay by an alternate method of payment for the next six-month period. Families are responsible for the principal amount plus all returned check fees.

Daily Attendance:

At Crayons 2 Pencils we use ProCare to ensure accurate attendance. Directors, teachers, and parents can access information all in one place and at the same time. Our teachers and families are trained on how to use ProCare once they start at C2P. We also offer ongoing training as needed.

Upon arrival each morning, classroom teachers log each child in to ProCare. The log in records the staff name and time. Classroom teachers have a classroom clipboard that includes a roster with normal drop off and pick up times for each child. Likewise, when a child leaves for the day the classroom teachers log them out. If a child is absent, or not in attendance within an hour of normal drop off time, the classroom teacher messages the family through our ProCare app. The office can also see the messages and follow up as needed. If a child is not coming for the day, the parents message on our ProCare app so the teachers and directors can see.

When visitors come to Crayons 2 Pencils, they stop in the office first. We record their name, time in /out, and reason for visit. If the visitor is not a parent or AEA team member and is visiting the classroom, we have them complete a background check form. A new visitor is limited to those observing in classrooms for field experience in a college class.

ABSENCES

I agree to inform the school immediately if my child will be absent on any day. I understand that no allowances, credits, refunds, or make up days shall be made for occasional absences (i.e. sickness or vacations). Payment is due if your child is in attendance or not each week. The weekly rate remains the same each week. **Please let C2P know via a phone call or text or through the procare app if your child will not be at class.**

All children need to be at the center no later than 9 AM each day to help us have correct staff to child ratios, meal count. Exceptions to the 9 AM rule is for doctors and dentist appointments. Make sure you communicate that with the staff ahead of time as we are no longer waiting at the doors after 9 am as we are busy in activities and games with your child.

Weather Related Closings

The center does its best to stay open during all situations. If a severe weather alert is issued that could put children or teachers in danger and we have to shut down for the safety of all, the tuition amount will not be adjusted. Payment will remain the same as it is a situation out of our control. It takes an extreme situation such as a Blizzard or extreme negative temperatures to cause us to close down. We do our best to stay open for families on days when the elementary school is closed. Again- it takes a very sever advisory for us to shut down. You will be notified as soon as we know via the text messaging system.

Summer Camp Themes

Each summer we are very big on summer activities. We run our summer very similar to a summer camp. Each week will be a different camp theme. Examples would be Hollywood week or Color Explosion week. The children will participate in games, activities and challenges just like they would at camp. Most activities will require very little from parents, but some may

need a white shirt for example when we do our color run. We will keep you notified in advance of what will be happening. At the beginning of summer, you will get a complete copy of the summer schedule letting you know everything going on.

We want the kids to have a memorable summer vacation. Every week almost we will go on 1-2 fieldtrips. Some field trips will have extra fees and some will be at no cost to the parents. All field trip fees are due by the parents. We will only charge you for a field trip fee if your child attends the field trips. We do not have the option of having the children stay at C2P if you do not want them to attend the field trip. All their teachers go on the field trips with the kids. Your field trip rates will be put on your tuition amount at the end of the week after the field trip. You will get a calendar letting you know what field trips your class will be taking. Please make special note of the times the bus will be picking up and dropping off. If they miss the bus, you can meet us at the field trip location.

**There will be Two big field trip fees during the summer:

1. Adventurland for kids who completed 1st grade and up will go once this summer. Usually around \$50
2. Pool Field Trips- This is for kids who have completed 2nd and up. Kids will wear wrist bands to let the teachers know what part of the pool they can be in. We will need parent permission to be anywhere but the walk in area. Parents will sign permission for middle section of norwalk pool, Diving board area and water slide area.
3. 6. We divide the kids in field trips based on who is in K & 1st will be on a field trip together and 2nd and up will be on a field trip together.

HOLIDAYS, ABSENCES AND CLOSINGS: Below is a list. They are subject to change if needed.

<p>We close two days prior to our new school year start date in August. 2022 – We are closed Thursday August 18th & Friday August 19th so your teachers can get ready for the new school year.</p> <p>*IT is always the Thursday and Friday before the new school year starts at the elementary school level. New school year starts August 22nd at the Rec Center. Norwalk Schools will start Tuesday August 23rd.</p>		<p>We are closed on Labor Day</p>	<p>We are closed Thanksgiving and The Friday After</p>	<p>2022 Christmas Dates Closed: Friday December 23rd & Monday December 26th for Christmas.</p>
<p>We are closed Friday December 30th for New Years</p>	<p>We are closed on Memorial Day</p>	<p>We are closed for Fourth of July</p>	<p>Your weekly payments do not change even for days we are closed. Your weekly rate will be the same regardless. If your child is absent, they will still pay the full tuition rate.</p>	

Hours

Full Time Hours for C2P Early Learning Center

Crayons 2 Pencils Rec Center doors open at 7:00 AM and we close promptly at 5:45 PM. Our staff truly love what they do but they have their own families that they want to get home to at the end of the day so we ask that families pick up their child(ren) by 5:40. At C2P we know just how important family life so we ask that children are not in child care for a **max of 10 hours per day**. Note: Children who are enrolled at the Early Learning Center location, they close at 5:30 sharp and parents are to arrive no later than 5:25 PM.



Pets

We like children to experience different animals throughout the school year. Some classroom teachers may choose to have a classroom pet such as a hamster, Guinea pigs, fish etc. Sometimes parents who live on the farm bring up an animal for the children to see. Animals that have come in the past have been the following: Bunnies, Calf's, Pigs, and Chickens. We also have reached out to Blank Park Zoo and Annette Nature Center about bringing in animals for the children from time to time. Mrs. Jill also has a dog Bailey who has become a classroom favorite as she loves to visit the kids in the classroom. Teachers will always be closely present when a special furry friend comes to visit. Each spring we hatch baby chicks which are a huge hit!

Medication

If your child is prescribed medication, it is required by DHS that we have a signed note from the doctor stating the following:

Medication they are required to have

Date that the child will start taking the medication and end date of the medication

Dose amount the child is to be given the medication

Time of day the child is to be given the medication

When you bring in the medication you must stop in the office and fill out a parent form as well.

Recap: We need the doctors note as well as the parent's permission slip. We will have a time log that the teachers will fill out when they have administered the medication.

Please sign below that you understand the rules above and that you release Crayons 2 Pencils from any liability for administering these preparations.

Termination

I agree to provide Crayons 2 Pencils with a 30-day (1 month) notice letting them know that my child will no longer be attending Crayons 2 Pencils Recreation Center. If you know in advance that your child will not be attending, say next year or during the summer, please let the office know as soon as you know. We get many calls looking for future childcare. This will help us help other families.

If you have only signed your child up for the summer program then their last day will be the

last day of our current year summer schedule. You will not need to give a written/ 30-day (1 Month) notice when they are enrolled just for summer as long as you have marked on this packet that they are only here for the summer. If your child is enrolling for summer and you withdraw them you will need to provide a 30 notice if they are going to be done in July unless already arranged by the office. If you are having your child enrolled year-round then we would need to have a 30-day written notice.

If you withdraw your child for the summer there is a very high chance you could lose their spot for the fall. We are not able to hold a spot as when one child leaves, we do fill that child's spot.

Crayons 2 Pencils does have the right to immediately terminate a family when a parent or child is causing harm to other children or staff. This includes violent behaviors, inappropriate language, threatening behaviors, failure to work with staff and directors or failure to pay tuition. If your child is terminated on the spot, we will gather their items for you. You will not be reimbursed for school supplies that you brought at the beginning of the school year.

Counselors and the day to day: At the Recreation Center many of our employees are high school, college or adults. We work around college schedules as well so it may vary from day to day. Your child will not have one classroom or one counselor they work with. The counselors are strategically placed around the building to ensure coverage meets our child/staff ratio which is 15-1. Children will get to choose the classroom they want to be in freely and may change at any time. The rooms they can choose from are: Arcade, Lobby, Kids Culinary kitchen, Lego Room, Art Room, Multi-Purpose Room, Kids Fitness room, Outdoor Game Court or Outdoor Playground and indoor gym.

We have a "Magic" whiteboard as we call it that facilitates where everyone is at. Children will have a magnetic strip that they will put in the room they want to be in. There must be an opening in that classroom as again we follow all DHS guidelines of a 1-15 ratio. We have multiple openings where children have the flexibility to go to different rooms whenever they would like too.

The rec center is geared for children who like to be active and play with their friends. The lower level of the facility is your louder area where they play games with lots of movement. The upstairs is a quieter area where children who want a calm area to hang out in after school. If your child needs a small room with little change the rec center may not be the best place for them. We are very big into games and sports as well.

As we get closer to 5:30 we will begin to close down rooms upstairs and all children will move to the lower level so we may clean the upstairs in preparation for the next day.

Policy Reminders for how we handle Behavior Issues at the Recreation Center

If your child is struggling in the classroom (example: disruptive behaviors, hitting peers or counselors, using

foul language, causing other children in the classroom to be in a dangerous situation, showing disrespect to counselors or other children) the following protocol will be followed:

The staff will communicate with you on behaviors they are seeing in the class at pick up. While we know this is never what any parent wants to hear and it can be very hard to digest, we do have your child's best interest at heart. Keeping open communication between teacher and parents is a vital part of your child's growth.

Behaviors not tolerated:

- f. Breaking Items or disregard to the items in the facility
- g. Swear words
- h. Hitting or harming other children or staff
- i. Not sitting safely on the bus or hurting others on the bus
- j. Not listening to the staff and following directions required to attend C2P.

What will happen if your child is not following the directions?

1. They will get a warning from the counselor (They could be asked to leave the room they are in or be told not to play with a certain person for a certain amount of time)
2. If the behavior continues, they will be called into the office for a warning – Depending on the situation, we may review the footage of what happened with the child. A note will also go home to parents letting them know their child spent time in the office today.
3. If the behavior continues it will be a parent/ child/ Director meeting in the office
4. If the behavior continues at that point, we have the option to either terminate the child or give a 1-day suspension.
5. If a one-day suspension was given, and the behavior continues yet again they will either get a termination or a 3-day suspension.
6. If they received a 3-day suspension, and the behavior continues, we will terminate the child from attending Crayons 2 Pencils Recreation Center effective immediately.

Crayons 2 Pencils Recreation is meant to be a fun and safe environment for all children. We do not have the staff to provide a one on one for children. This is a place where the kids can come and relax. For your child to attend, they must follow the rules set forth above.

Positive Praise: Our teachers spend their time praising the positives. Teachers will redirect a child when needed. They try to get them engaged in something else, help them to learn to communicate with their peers. Your child's teacher gets a little silly as they will role play certain behaviors to help teach kids sharing and so much more.

Meals/ Snacks



During the summer and non-school days children will receive breakfast, lunch and afternoon snack. An important thing to know, once a meal is served the teachers do not have the option to get it back out for a child that had missed lunch. It is important to know what time meals are for your child's class. If they are not here at meal time, they will have had to eaten before they got here. We ask that parents do not send their kids into school with breakfast unless they have enough for the whole class. Remember kids need to be here by 9 AM each day.

During the summertime the meal menu may change from what is posted in the hallways due to a field trip. Sometimes we have sack lunch options or eat at the place we are going on a field trip. You will have the field trip calendar to let you know.

Kids Culinary Kitchen – Cooking classes will generally happen on early out Wednesdays and over summer break as we just do not always have enough time on regular school days.

Breakfast: During the school year on school days children will need to eat breakfast prior to arriving at Crayons 2 Pencils. We open at 7 AM and load the bus around 7:15 Am. While we do not have enough time to feed them breakfast, they are all at school in plenty of time to eat breakfast at school which is what most kids do.

Sack Lunch



When children are in our program over lunch time, they are welcome to bring a lunch from home or lunch will be provided for them. We understand that some kids do not like certain things. They will need to leave their lunch box in their locker until lunch time. We do not have the option of heating up their food. It will all need to be food that they can eat right from their lunch box.

Nutritional Director

At Crayons 2 Pencils Early Learning Center we have hired a Nutritional Director who will oversee all meals the children are served. She follows the CACFP (Child, Adult Care Food Program) guidelines.

It is also the job of the nutritional director to make sure that the Refrigerator temperatures are monitored to keep food at the perfect temperature. If your child has allergies and you would like to talk with our nutritional director. Tell your child's teacher and she will put you in contact with each other.

Milk: Milk is required to be served at every breakfast or lunch. **If your child is allergic to milk, we need a written note from their pediatrician stating that they cannot have milk.** If that is the case, you will be asked to provide the milk substitute that they can have. Anything that you bring in should be sealed. The date will be monitored to make sure it is served with in its appropriate time frame. Parents are required to bring in the milk substitute for their child as listed on the doctors note. No substitutions can be made. It has to be just what the doctor said they could have.



Menu: Our nutritional director will create menus that are posted at the entrance of the building. This will help you and your child know what meals will be served each day. They are posted every Friday afternoon for the following week. Times may change from year to year- Be sure to ask your teacher when you start. Remember children may not bring breakfast in with them. They can only have a sack lunch. If your child will be gone during meal time, they must eat before they arrive back at school. Once breakfast or lunch is finished, we are on to our next activity and will not be able to feed them.



Allergies

Children with allergies must have a note from the doctor. We cannot accept a verbal communication about allergies. We need the note from the doctor to state the following:

Item child is allergic to:

Date the Doctor Diagnosed it:

Replacement Items they have to have:

Symptoms to look for in case of an allergic reaction:

End date:

* We will need an annual allergy note from the doctor

If a child requires an epi pen one needs to be left here at the center at all times. This will avoid an accidental forgetting their bag.

Children with food allergies will be posted both in the kitchen area as well as in the classrooms. All teachers' assistants will be notified of children with food allergies. Children who require an EPI pen will be asked to bring one to leave at the center. That EPI pen will be kept with the teacher at all times. If they go to the playground, the teachers will be wearing it with them.

ALL Children with an allergy will need to have an Action Plan filled out. Please stop by the office to get a form.

Pick Up and Transportation:

Parents will need to text us when they arrive using the remind message system. Your message system should go straight through as a text message. If you are not getting them like a text message and have to enter the remind app, you can go to settings and click on notifications and select it to come to your cell phone like a text message.

Remember the text message system is not a real number. It is only linked to you. Each parent will need their own message system. If grandparents are a regular pick up, ask us to add them and we can do so using their personal cell phone number.

If you are having someone else pick up your child, you must send us a message letting us know.

Please do not text us when you are 10 min away. As we then have to wait with the child at the door and it is not safe as we are helping other children out to their car. Message us when you are about to turn into the parking lot or at the stop light right before or when you arrive.

Special Events:

Baby Chicks: We hatch baby chicks every spring. This is such an exciting time for parents and kids!

Tie-dye: Every summer we tie dye shirts – Kids will need to bring a white shirt.

Talent Show: We will have a talent show each summer where we will do a live video for parents to join us in our event. We would open it up to parents to come and watch in person but we just do not have a large enough parking lot. 😞

Color Run: Each summer we have a color run where the kids all wear white shirts.

Glow in the dark day: Children will get to turn one room into a black light classroom with glow in the dark face paint, games and activities.

Streamer Wars: This is a fun even where children go into the large open field and we toss streamers into the air and all around. It is a blast.

Fundraiser: We usually do one or two easy fundraisers through the year. Sometimes it is a simple dinner to go and others may be something like selling cookie dough. They all go to get items for your children to use.

This is just a few quick things we wanted to leave you with. There are more in our parent handbook. Feel free to check that out anytime online at www.crayons2pencils.com 😊

Joppa – Help the Homeless

Joppa is an organization that helps the homeless. Each year the kids work together to “Help the Homeless” event. Some years they collect toiletries other years they collect can goods. We will let you know when this event is happening. As always, they are optional.