

2025-2026

# CRAYONS 2 PENCILS

## PARENT HANDBOOK



### Crayons 2 Pencils Early Learning Center

800 Colonial Circle, Norwalk, IA 50211  
Business Phone: 515.285.5322  
Birth- Pre-K Campus



### Crayons 2 Pencils Recreation Center

515 Sunset Drive Norwalk, IA 50211  
Business Phone: 515-243-2802  
Pre-K - School Age Campus

**Email:** [crayons2pencils.com](mailto:crayons2pencils.com)  
**Website:** [www.crayons2pencils.com](http://www.crayons2pencils.com)

## Contents

Our Philosophy.....	8
A Supportive Classroom Structure .....	8
.....	8
License Numbers for both Locations .....	9
Crayons 2 Pencils Early Learning Center .....	9
Determining Allowable Number of Children in Care:.....	9
Our Licensing Consultant with DHS: .....	9
Non-English Speaking Families .....	9
Entry into the Building.....	9
Crayons 2 Pencils Recreation Center.....	9
Holidays, Absences, & Closings .....	10
Pre-Employment Process for New Staff .....	11
Staff Expectations .....	12
Staff Attendance & Punctuality: .....	12
Staff Engagement & Activity Planning:.....	12
Staff Classroom Assignments .....	12
Important Daily Hours & Times .....	13
Full Day Programs.....	13
Pre-K & School Age Programs.....	13
Rates & Fees .....	14
Registration Fee:.....	14
Renewal Registration Forms.....	14
Renewal Registration Fee.....	14
Family Discount: .....	14
Past due Payments: .....	14
Annual Price Increase in Childcare Costs.....	14

	3
Rates for school-age children .....	14
Payment Methods .....	15
Payment Policy .....	15
Returned Checks Policy .....	15
Statements and Tax Information .....	15
Tax ID: .....	15
Termination Policy .....	16
Parent-Initiated Termination:.....	16
Center-Initiated Termination: .....	16
AEA Services- .....	16
Essential Child & Family Support Services in the Des Moines Metro Area .....	16
Conferences - General Developmental Sequence.....	17
Academic Learning Guides .....	18
Yearly Themes and Author of the Month .....	18
Creative Curriculum.....	18
Communication Tools That We Use ProCare: Parent Communication Platform .....	19
Remind App - Rec Center Location ONLY .....	20
Absences Policy .....	20
Health, Safety & Sanitization .....	20
Immunizations & Medical Records.....	20
Religious Exemption for Immunizations.....	20
Injuries.....	21
Medication.....	21
Health & Wellness Policy.....	22
Child Illness & Exclusion Criteria for Child Care Settings by Public Health Iowa HHS .....	23
ILLNESS EXCLUDE & RETURN TO CHILD CARE/SCHOOL .....	23
Dental Emergency Protocol .....	24
Emergency Preparedness .....	25
Personal Items & Toys Policy.....	25

No Toys or Personal Items: Children are asked not to bring toys or personal items from home to the center. This policy helps prevent loss, theft, or damage to personal belongings.....	25
Cell Phones & Smart Watches .....	25
Name to Face.....	26
Allergies .....	26
Meal Replacement for Allergies: .....	27
Provision for Multiple Severe Allergies: .....	27
Communication with Other Parents.....	28
Meals & Snacks.....	28
Water Bottle Policy.....	28
Milk Policy.....	29
Milk Allergy vs. Milk Sensitivity .....	29
Infant & Toddler Feeding Guidelines.....	29
Bottles .....	29
Helpful Tips for Warming Bottles .....	30
Nap Time Policy .....	30
Sleep Guidelines for children Birth to Age 5 .....	30
Newborns (0-3 months): .....	30
Infants (4-11 months):.....	31
Toddlers (1-2 years): .....	31
Preschoolers (3-5 years):.....	31
Infant Safe Sleep Policy .....	31
Infant Safe Sleep Practices: .....	31
Emergency Preparedness & Safety Protocols .....	32
Tornado Procedures: .....	32
Active Supervision Policy.....	33
Play & Outdoor Time .....	33
Environment:.....	33
Scan & Count:.....	33

Anticipate: .....	33
Position:.....	33
Listen: .....	33
Engage & Redirect: .....	33
Basic Care Routine .....	34
Environment:.....	34
Scan & Count: .....	34
Anticipate: .....	34
Position:.....	34
Listen: .....	34
Transitions .....	34
Environment:.....	34
Scan & Count: .....	34
Anticipate: .....	34
Position.....	34
Listen: .....	34
Engage & Redirect: .....	34
Walks .....	35
Environment:.....	35
Scan & Count:.....	35
Anticipate: .....	35
Position:.....	35
Listen: .....	35
Engage & Redirect: .....	35
Strangulation Prevention: .....	35
Blinds and Draperies:.....	35
Tie-down Devices: .....	35
Dramatic Play Items:.....	35
Necklaces and Scarves: .....	35

Pacifiers: .....	35
Clothing Strings and Cords: .....	35
Water Safety .....	36
Missing Child Policy .....	36
Cleaning Strategies .....	37
Table Sanitation .....	37
Classroom Cleanliness .....	37
Bathroom & Diapers .....	37
Hand Washing .....	39
When do we wash hands? .....	39
Classroom Cleaning .....	40
Daily Cleaning Tasks: .....	40
Weekly Cleaning Tasks: .....	40
Additional Cleaning As Needed: .....	40
Keeping Children Safe on the Playground .....	40
Sun Protection .....	40
Childcare Weather Watch: Ensuring Safe Outdoor Play .....	41
Outdoor Play .....	41
Outdoor Play Guidelines .....	42
Playground Equipment Stability, Fall Surfacing & Inspection .....	42
Inspection Protocols .....	42
Equipment Installation & Maintenance .....	42
Redirecting & Positive Reinforcement .....	44
<i>Positive Reinforcement</i> .....	44
Redirecting & Verbal Warnings .....	44
Positive Behavior Training for Teachers .....	44
Teacher Training & Policies .....	44
Handling Challenging Behaviors .....	44
Escalation Procedures .....	45

Considerations & Support .....	45
Discipline Plan for Inappropriate Behavior .....	45
Discipline Steps.....	45
Immediate Parent Contact for Safety & Possible Termination .....	46
Examples of Unsafe and Unacceptable Behaviors .....	46
Above & Beyond Teacher Guidance .....	46
Understanding & Managing Biting in Toddlers .....	46
Why Do Toddlers Bite? .....	46
Our Approach to Managing Biting .....	47
Preventive Measures & Activities.....	47
Targeted Interventions .....	47
Summer Camp Themes at the Rec Center Location.....	47
Weekly Camp Themes .....	47
Field Trips .....	48
Field Trips for School Age Kids.....	48
Summer Field Trip Program.....	48
Field Trip Safety Protocols .....	48
Name to Face is conducted multiple times .....	48
Field Trip Policy for Pre-K Students .....	49
Safety & Supervision.....	49
Name to Face is conducted multiple times .....	49
School Age Bus Policy for the Crayons 2 Pencils Bus .....	49



## Our Philosophy

At Crayons 2 Pencils, we warmly welcome each child to discover their unique potential in a nurturing and supportive environment. We celebrate the individuality of every child by offering a variety of hands-on learning experiences tailored to diverse learning styles. Through engaging activities, group interactions, and personalized teacher attention, your child will thrive academically, socially, and interpersonally.

We believe in empowering children with essential self-help skills, such as zipping jackets and putting on shoes. We foster effective communication with friendly phrases like, "When you are done, can I have a turn?" and "What can I be?" Each week, your child will embark on exciting adventures through new themes, filled with captivating activities, games, and songs. Our annual theme schedule will be shared at enrollment, and monthly newsletters will keep you informed with helpful reminders and parent tips.

During their time with us, your child will explore a wide range of topics, from letters and their sounds to rhymes, patterns, shapes, and colors, all thoughtfully tailored to their age. We enhance learning with sensory activities, like using shaving cream to write letters or embarking on a pirate treasure hunt to discover hidden letters. Our vibrant classroom setting is designed to instill a lifelong love for learning, making education an exciting and enriching journey for every child.



## *A Supportive Classroom Structure*

In our caring community, children are grouped with peers they will attend elementary school with. They enjoy a stable, year-long classroom experience from August to August. This continuous setting fosters a full year of growth, regardless of where each child's journey begins.

Our program balances whole group and small group learning, allowing teachers to adapt to each child's unique needs. While we provide the hours of childcare, our curriculum is structured like a school, ensuring a comprehensive educational experience. We hold fall conferences with parents and regularly update you with assessments to keep you informed of your child's progress and achievements.

Our heartfelt goal is to support each child's journey, nurturing their growth and love for learning every step of the way. We look forward to partnering with you in this wonderful adventure!





## 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

Hours: 7:00 AM – 5:30 PM

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

Hours: 7:00 AM – 5:45 PM

515 Sunset Drive

Norwalk, Iowa 50211

515-243-2802



### **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.

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

### **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 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.

### **Non-English Speaking Families**

Families that do not speak English or need sign language, we will do our best to find someone who will be able to translate information and answer all your questions. We 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 us 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.**

### **Our Licensing Consultant with DHS:**

Melinda Larson  
Child Care Licensing  
2309 Euclid Avenue  
Des Moines, IA 50310  
Phone: 515-362-7823  
Email: melinda.larson@hhs.iowa.gov

## Holidays, Absences, & Closings

Please note that the following schedule is subject to change as necessary. We appreciate your understanding and cooperation.

**School Year Preparation:** Our center will close two days before the start of the new school year in August to prepare for the upcoming term. We will always close two days before the start of the new school year to prepare the classrooms for the upcoming year and to host open house.



**Labor Day:** We will be closed on Labor Day.

**Thanksgiving:** We will be closed on Thanksgiving Day and the following Friday.

**Christmas:** We will close for 2-4 days around the Christmas holiday. Specific dates will be communicated in advance.

**New Year's:** We will be closed on New Year's Eve and New Year's Day.

**Memorial Day:** We will be closed on Memorial Day.

**Independence Day:** We will be closed on the Fourth of July. If the holiday falls on a Thursday, we will also close the following Friday.

**Holiday Observance:** If a holiday falls on a Saturday, we will close the preceding Friday. If it falls on a Sunday, we will close the following Monday.

\*\*\* We may select to close on a Friday should a holiday fall on a Thursday.

**Teacher Training:** We may close for staff development and training on either Martin Luther King Jr. Day or Presidents' Day. However, if a holiday falls on a Thursday and we choose to extend the closure to include the following Friday we will not close for Martin Luther King Jr. Day or Presidents' Day out of respect for working parents.

**Payment Policy:** Weekly tuition payments remain unchanged during closures. The weekly rate is consistent regardless of holidays or absences.

**Absences:** Full tuition is required even if your child is absent.

We appreciate your cooperation and understanding as we strive to provide the best environment for your child.

### Bad Weather Policy:

At Crayons 2 Pencils, we prioritize the safety of our staff and children while striving to remain open during snowstorms or severe weather conditions. Depending on the situation, we may implement a two-hour delay, close early, or close for the entire day if travel is deemed unsafe. We will promptly notify you of any schedule changes via Remind (Rec center kids), ProCare, and your classroom Facebook pages. In the event of a snowstorm, please check for any updates from us before heading out. Your safety and that of our community is our top priority.

**Tuition will stay the same weekly and is not prorated for holidays or weather delays or closures.**



## Pre-Employment Process for New Staff

We prioritize selecting the best candidates to join our team. This is an overview of our pre-employment process:

**Initial Interview:** All prospective staff members are interviewed by the center's directors. Following the interview, candidates spend 15-30 supervised minutes in a classroom chosen by the director to observe and interact.

**Background Check Phase:** If the director believes the candidate is a good fit, the next steps include:

- Conducting an online federal background check for immediate results.
- The candidate must obtain a work physical, confirming their ability to work with young children.
- Once cleared, the candidate visits the police station for fingerprinting, which is sent for further background checks.



### Training & Onboarding:

- The new employee begins mandatory trainings as required by the Department of Human Services (DHS).
- On-the-job training is provided by both directors and experienced teachers within the classrooms.

### Required Staff Trainings:

To ensure we provide the highest quality care, all staff must complete a series of mandatory trainings:

- **Mandatory Child Abuse Reporter Training:** All staff are trained as mandatory reporters of child abuse.
- **Universal Precautions:** Annual training to ensure health and safety standards.
- **First Aid & CPR:** Certification in Infant, Child, and Adult CPR, renewed every two years.
- **Essentials Training Modules:** A 12-hour comprehensive training.
- **Passport Training Modules:** A 13-hour in-depth training program.

### Crayons 2 Pencils Site-Specific Training:

- New Employee Orientation
- Playground Safety Training
- Ongoing Professional Development: 10 additional training hours annually.
- Iowa Early Learning Standards: A 2-hour class to align with state guidelines.

Our structured approach ensures that every staff member is well-equipped to provide exceptional care and education, fostering a safe and enriching environment for all children.



## Staff Expectations

At Crayons 2 Pencils, we are dedicated to building a team of outstanding educators who are passionate about delivering top-notch care and education for your children. While we aim to maintain a consistent and positive team, sometimes adjustments are necessary to enhance the classroom experience. Here's how we ensure our staff meets our high standards:

***Staff Attendance & Punctuality:*** Dependable attendance is essential. While we recognize the occasional need for time off, regular tardiness or absenteeism is not acceptable. Staff are expected to be punctual for their scheduled shifts. Failure to adhere to this may lead to warnings or possible termination.

***Staff Engagement & Activity Planning:*** Each classroom follows a structured set of lessons and activities. We expect our teachers to be actively engaged and utilize classroom time effectively, including during nap periods. Under the guidance of our Assistant Director and Academic Advisor, Cindy Gavin, we provide daily literacy and math lesson plans. Regular team meetings are held to support teachers in offering interactive, hands-on learning experiences. Teachers who do not fulfill these expectations may face termination. Weekly, teachers can either develop their own activities or use our pre-designed plans available on the staff hard drive.

***Staff Classroom Assignments:*** Occasionally, teachers may be moved to different classrooms. This decision reflects their passion for specific age groups or staffing needs, not their performance. We understand that some educators excel with infants and toddlers, while others thrive with pre-K or school-age children. We acknowledge that change can be challenging for parents, but rest assured, our decisions are always made with the children's and classroom's best interests in mind.

Jill and Cindy are consistently engaged in monitoring all classrooms and are a familiar presence throughout the center. We prioritize being actively involved with both teachers and children, participating in special activities and story times.

***Notice Period & Employment Status:*** If a teacher gives a two-week notice, they may be placed on "on-call" status during this period to ensure continued commitment. This is not a reflection of their value but a measure to maintain classroom integrity. Typically, we do not rehire former employees, as previous departures might suggest potential future turnover.

***Investigations & Leave:*** If a staff member is under investigation, they may be placed on unpaid leave until cleared by DHS. Even with clearance, we reserve the right to decide on their return to ensure parents' peace of mind regarding their children's care.

Our unwavering commitment is to provide a nurturing and stable environment where your children can flourish, supported by devoted and passionate educators.

## Important Daily Hours & Times

We request that all children attending for the day arrive by 9:00 AM. This timing allows teachers to accurately complete the meal count and submit it to the kitchen. It also enables us to make any necessary staffing adjustments based on the final head count. Our learning activities commence immediately after breakfast, and arriving by 9:00 AM ensures your child won't miss out on the day's planned activities. If your child has a doctor or dentist appointment, kindly inform their teacher in advance. Thank you for your cooperation!

### *Full Day Programs*

**Location:** Crayons 2 Pencils Early Learning Center Campus

**Ages Served:** Six Weeks – 5 Years (Not in School)

**Address:** 800 Colonial Circle, Norwalk, Iowa 50211

**Opening Time:** Doors open at 7:00 AM. Please wait until this time to enter, as teachers are preparing the classrooms.

**Closing Time:** The center closes promptly at 5:30 PM. Parents are kindly requested to arrive by 5:25 PM.

**Meals Provided:** Breakfast, lunch, and an afternoon snack are provided daily.

We ask that children do **not** bring any breakfast food in with them due to allergies. Sack lunches are fine as long as all classroom food allergies are followed.

**We do not provide wrap around care for any other program. We have the hours of childcare but function as our own school.**

### *Pre-K & School Age Programs*

**Location:** Crayons 2 Pencils Recreation Center Campus

**Ages Served:** 4's & 5's (Pre-K) – School Age K – 3<sup>rd</sup> Grade (Summer we do open up to 4<sup>th</sup> graders if space allow)

**Address:** 515 Sunset Drive, Norwalk, Iowa 50211

**Opening Time:** Doors open at 7:00 AM. Please wait until this time to enter, as teachers are preparing the classrooms.

**Closing Time:** The center closes promptly at 5:45 PM. Parents are kindly requested to arrive by 5:45 PM.

**Meals Provided:** On non-school days, breakfast, lunch, and an afternoon snack are provided. On school days, only a snack is served.

### **School Age Transportation**

**Crayons 2 Pencils Recreation Center (K-3rd Grade):** Transportation is provided for children attending Oviatt Elementary School or Orchard Hills Elementary School.

## Rates & Fees

**Registration Fee:** A registration fee of \$75 is required at the time of enrollment. All registration fees are non-refundable. This registration fee reserves your child's spot in the program and aids in the supplies for your child for that year.

### ***Renewal Registration Forms***

Enrollment forms are valid for one year. Renewal registration forms are distributed in January, with a deadline included to secure your child's spot. On February 1st, registration opens to the public. The renewal forms pertain to the upcoming school year, which begins in August for full time children and May for school age children.

**Renewal Registration Fee:** A non-refundable renewal registration fee will be applied at the time renewal registrations is due. The amounts may vary so please check your enrollment packet for the year to know the amount.

**Family Discount:** We provide a 5% discount on the tuition for the oldest child when enrolling a third child.

**Past due Payments:** If payments fall two weeks behind or are returned due to insufficient funds, we reserve the right to pause your child's enrollment for an additional week. If full payment is not received by then, your child's spot at Crayons 2 Pencils will be forfeited. A \$25 fee applies for any insufficient funds transactions.

### ***Annual Price Increase in Childcare Costs***

Our program operates on an August to August schedule. While we strive to maintain consistent rates throughout the year, we reserve the right to implement a mid-year increase if there is a sudden rise in costs. However, in our 20 years of operation, we have only needed to adjust rates mid-year once. Rates can vary from year to year, with potential increases or decreases ranging from \$2 to \$30 annually. Tuition is determined by child-to-teacher ratios and the age of the child. Our younger classrooms have a lower teacher-to-child ratio, which may result in higher costs. As children grow older, their tuition decreases accordingly.

### ***Rates for school-age children***

School age rates will vary multiple times throughout the year.

During the School Year:	During the Summer:
<ul style="list-style-type: none"> <li>• Weekly fee</li> <li>• Monthly bus fee</li> <li>• Non-school day fee for full-day attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly fee</li> <li>• Field trip fee (applicable only to children who attend the field trip)</li> </ul>

All rates for these categories will be provided during registration. Field trip fees will be announced in May before the summer begins and will be based on the grade your child has just completed. Field trip fees are applied to your account after the field trip. You will see them on your account or deducted in general the week after the field trip took place. The rate changes for school age children will be at the beginning of summer following the last day of school and when children start back to school in August.



## ***Payment Methods***

All parents must provide banking information to Crayons 2 Pencils, as the only payment option is weekly withdrawals. For families experiencing separation or divorce, we require access to both bank accounts to divide payments equally. If one parent fails to pay the weekly fees, the responsibility will fall on the other parent.

If payments fall two weeks behind or are returned due to insufficient funds, we reserve the right to pause your child's enrollment for an additional week. If full payment is not received by then, your child's spot at Crayons 2 Pencils will be forfeited. A \$25 fee applies for any nonsufficient funds transactions.

## ***Payment Policy***

All families are required to have a Tuition Express form completed and on file with our office. This system allows us to pull funds directly from your checking account on a weekly basis for childcare payments.

**Payment Methods:** We do not accept credit card payments. However, with special permission, we may accept cash or checks, provided your account is current and in good standing. Please communicate with the office if you wish to use these alternative payment methods.

**Payment Schedule:** Tuition payments are due every Monday. If payment is not received by Wednesday of the same week, a late fee of \$25 will be applied for each additional day the payment is delayed.

**Consequences of Non-Payment:** Failure to pay tuition may result in termination from the program.

## ***Returned Checks Policy***

**Insufficient Funds:** If a check is returned due to insufficient funds, a \$25 fee will be applied, in addition to any charges incurred from our bank. These fees must be settled before your child can return to class.

**Future Payments:** After two returned checks, all future payments must be made in cash or we must have an account on file. If your account on file also gets returned as insufficient payment, your child will not be able to attend and will lose their spot in our program until your balance is paid in full. If it continues to happen this would be grounds for termination.

## ***Statements and Tax Information***

To access your statements, please visit [www.myprocare.com](http://www.myprocare.com). At the top of the page, you can select the dates for which you wish to generate a report. To log in, use the email address we have on file for you. Both parents can access the account as long as we have their email addresses.

We do not intervene in matters regarding which parent claims the child for tax purposes; this is a decision for the parents. **Please note** that we do not email statements at the end of the year. Parents can print their statements at any time by visiting the site.

**Tax ID:** You can obtain our tax ID at any time by logging into [www.myprocare.com](http://www.myprocare.com)

## ***Payment Policy During Center Closures***

**Standard Rates Apply:** If the center is closed, the regular rate as specified in your contract still applies. Your contract also includes a list of scheduled closure days. This policy also applies to closures due to inclement weather. We do not offer pro-rated rates for days when the center is closed or if your child is gone.

## Termination Policy

At Crayons 2 Pencils, we strive to maintain a positive and supportive environment for all families. Our termination policy ensures clarity and fairness in the event that enrollment needs to be discontinued.

### ***Parent-Initiated Termination:***

Parents must provide a full two-week written notice if they decide to withdraw their child from our preschool or daycare program. A two-week notice is Monday – Friday and does not end middle of the week. Tuition is not prorated for the week. If you are leaving mid-week, you will still owe tuition for the full week. Children will have the option to attend anytime during the two weeks.

### ***Center-Initiated Termination:***

In extreme cases, we reserve the right to immediately terminate a family's enrollment. In such instances, no reimbursement will be provided for amounts already paid. We will waive the 2 weeks going forward.

## AEA Services-

C2P collaborates closely with AEA to offer families free services addressing speech, academic delays, and behavioral concerns. If parents or teachers identify any issues, we will arrange a meeting to explore possible solutions.

Should AEA become involved, they will contact you to outline the process following their initial evaluation. For speech-related services, AEA typically visits Crayons 2 Pencils once or twice a week to work with your child.

If your child qualifies for special services and AEA recommends attendance at Oviatt Elementary School during preschool years, they will no longer be able to attend C2P, as we are unable to provide the additional support needed.

If your child requires specialized services beyond our staff's training capabilities, we may not be able to provide adequate care. While we strive to support all students, we are unable to offer one-on-one assistance except in certain reasonable circumstances.

## Essential Child & Family Support Services in the Des Moines Metro Area

### Heartland Area Education Agency (AEA)

- **Address:** 6500 Corporate Dr, Johnston, IA 50131
- **Phone:** (515) 270-9030
- **Description:** Provides educational services, professional development, and resources to support educators and students. Offers special education support, early childhood services, and more.

### Orchard Place

- **Address:** 925 SW Porter Ave, Des Moines, IA 50315
- **Phone:** (515) 285-6781
- **Description:** Offers mental health services for children and adolescents, including therapy, counseling, and support for families. Includes residential, outpatient, and community-based programs.

### ChildServe

- **Address:** 5406 Merle Hay Rd, Johnston, IA 50131
- **Phone:** (515) 727-8750



## Academic Learning Guides

### *Yearly Themes and Author of the Month*

Our teachers are dedicated to maintaining a well-organized and enriching environment each year. At the time of enrollment, you will receive your child's yearly schedule, outlining all the exciting activities and themes planned at C2P throughout the school year. These schedules will be accessible on your child's classroom Facebook page.

Each classroom will have its own unique learning-themed schedule for the year. Additionally, the schedule will highlight the "Author of the Month" book study. You are encouraged to bring a book by the featured author to share with the class if you wish. The calendar will also include our closing dates for the year.

### *Creative Curriculum*

At Crayons 2 Pencils, we implement the Creative Curriculum to design our lessons and themes, ensuring a comprehensive and engaging learning experience for children. The Creative Curriculum is a research-based framework that emphasizes exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.

Our program includes a variety of enriching activities:

**Small Group Literacy:** Focuses on developing early reading and writing skills through interactive storytelling and phonetic activities.

**Small Group Math:** Encourages mathematical thinking through hands-on activities and problem-solving exercises.

**Fine Motor Skills:** Activities designed to enhance hand-eye coordination and dexterity, preparing children for writing and other tasks.

**Discovery Time:** Provides opportunities for children to explore and learn about the world around them through guided inquiry and experimentation.

**Social and Emotional Lessons:** Helps children develop essential social skills and emotional intelligence, fostering a sense of empathy and cooperation.

**Art, Science, and Music:** Encourages creative expression and scientific curiosity, allowing children to explore different mediums and concepts through artistic and musical activities.

Weekly Themes Purple 2024-2025			
August	September	October	November
20th: Open House August 21st: First day of School • 21st - Back to School • 26th-Transportation	2nd: Closed Monday for Labor Day • 3rd -Camping • 9th -Friends • 16th -Season of Fall • 23rd-Firefighters Book Series of the Month: Dr.Seuss	31st Halloween • 30th -Pumpkins • 7th -Shapes • 14th - My 5 Senses • 21st - Containers • 28th - Halloween/Spiders Book Series of the Month: Llama, Llama	28th & 29th Closed for Thanksgiving • 4th -Community Helpers • 11th - Apples • 18th - Families • 25th - Thanksgiving Book Series of the Month: No David
December	January	February	March
34th,25th, 26th, 27th,31st Closed for Christmas • 2nd - Music • 9th- Artic Animals • 16th -Christmas • 23rd-Shapes • 30th Winter Book Series of the Month: Pete the Cat	1st Closed New Years Day • 6th-Pets • 13th -Hibernation • 20th - Planets • 27th - Birds Book Series of the Month: Clifford	14th Valentine's Day • 3rd - Pirates & Treasure • 10th - Valentine's • 17th - Dinosaurs • 24th -In the Pond Book Series of the Month: If you Give a Mouse a Cookie	2nd Groundhog Day 17th St. Patrick's Day • 3rd - Weather/Spring • 10th - Recycle • 17th - St.Patrick's Day/Rainbow • 24th - Nocturnal Animals Book Series of the Month: Biscuit
April	May	June	July/August
Easter 20th • 1st - Wheels • 7th -Backyard Bugs • 14th - Easter/Bunnies • 21st -What lives Underground • 28th - Zoo Animals Book Series of the Month: Tony Mitton	Closed 26th for Memorial Day Mother's Day • 5th -Rainforest • 12th - All About Grownups • 19th - Outdoor Art • 26th - Ocean Friends Book Series of the Month: Don't Let the Pigeon Ride the Bus	Father's Day • 2nd - In the Garden • 9th -Animal Footprints • 16th -Summer • 23rd -Circus Book Series of the Month: Eric Carle	Closed July 4th 1st-4th of July • 7th - Sports • 14th-Desert Animals • 21st-Farm Animals • 28th-Buildings August 2025 • 4th - Trees • 11th- Water/Bubbles • 18th - State Fair Book Series of the Month: Ellen Walsh

## Communication Tools That We Use

### ProCare: Parent Communication Platform

You will get an email to give you access to this app when your child starts. Both parents will get an email invite. We use ProCare to help you stay informed about your child's day with updates on:

**Direct Messaging with Teachers:** You and teachers are able to message each other daily through this app.

**Accident Reports:** We will let you know if your child got hurt or if they hurt another child.

**Diaper Changes:** Logged for children under the age of 2.

**Bottle Feedings:** For children under the age of 1.

**Sunscreen Application:** ProCare does not have a sunblock section so we log it in the medication section. We will write that it was sunblock when applied.

**Attendance:** We will track your child's daily attendance through this app.

### Classroom Communication, Photos, and Training Use

At Crayons 2 Pencils, we value strong family connections and understand that young children may not always be able to share details about their day. To keep families informed and connected, each classroom has a private Facebook page. These pages are used to share weekly updates, photos, videos, classroom highlights, important announcements, and weekly menus, which are typically posted on Sundays.



Families are encouraged to interact with posts through comments or likes. This engagement helps our teaching team know their efforts and classroom experiences are being seen and appreciated. Grandparents and extended family members are welcome to join the private classroom page to enjoy these moments as well.

Please note that classroom photos and videos are often taken in group settings. Because of the nature of classroom environments, opting out of group photos is not feasible, as images typically include all children present during activities.

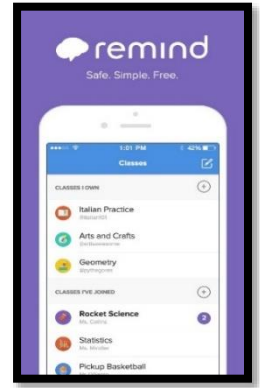
Crayons 2 Pencils also serves as a learning and training environment for early childhood educators. Photos and videos from classrooms may be used for professional development, including in-person training, online education, lesson plan demonstrations, instructional materials, and visual examples within lesson plan books created for other childcare centers. Images and videos may also be used on the Crayons 2 Pencils and Playful Pathways websites to showcase classroom environments, learning experiences, and curriculum examples.

In addition, we use GoReact, a secure and private professional platform, where teachers upload short classroom training videos from their day. These videos are reviewed by leadership to provide feedback, coaching, and support.

Our goal is to continuously grow and improve. We are committed not only to the development of Crayons 2 Pencils students, but also to supporting and training other childcare teachers and directors through curriculum creation, mentorship, and ongoing professional learning. All media used for training, education, and promotional purposes is handled respectfully and professionally, with a focus on quality, learning, and growth.

## Remind App - Rec Center Location ONLY

Families using the Rec Center location can utilize the Remind App to notify us upon arrival for pick-up. Our drive-through service allows you to stay in your vehicle while we bring your child to you. Messaging through this app alerts our door teacher that you are here.



## Absences Policy

Please inform the school immediately if your child will be absent on any day. Note that no allowances, credits, refunds, or make-up days will be provided for occasional absences, such as sickness or vacations. Payment is required each week, regardless of your child's attendance, and the weekly rate remains consistent.

To notify us of your child's absence, you may call, text, or use the ProCare app.

**Arrival Time:** All children must arrive at the center by 9 AM to ensure proper staff-to-child ratios and accurate meal counts. Exceptions to the 9 AM arrival rule are made for doctor or dentist appointments. Please communicate these exceptions to the staff in advance.

## Health, Safety & Sanitization

### *Immunizations & Medical Records*

Annual well-checks with a doctor are important for each child. Before starting school, please provide a copy of your child's immunization records and annual physical. If your child has any allergies, ensure the doctor notes them. Any additional information that may be pertinent should also be included. It is a DHS requirement that we have these on file for each student.



**New:** School age children no longer need to have a physical on file with the center but will need to have immunizations on records. There will be a form to fill out in the enrollment packet where you will fill out information about your child's health history.

If your doctor would like to mail the forms, all Physical and Immunizations can be mailed to:

**Crayons 2 pencils Early Learning Center  
800 Colonial Circle  
Norwalk Iowa 50211.**

\*Please use this address for both locations as the Rec center location does not have a mailbox.\*

### *Religious Exemption for Immunizations*

Religious exemptions may be granted if the immunization conflicts with a genuine and sincere religious belief. Medical exemptions may be granted by a physician, physician assistant, or nurse practitioner. We must have a copy of this for each child's records.





**Daily Medication Checks:** A daily check system ensures that all medications are administered at the correct times and documented accurately. We also will check to see that the medication is not expired.

## Health & Wellness Policy

**Sick Children:** To ensure the health and safety of all children and staff, please do not send your child to school with fever-reducing medication. We understand it can be challenging when your child is unwell, but sending them to school with medication that masks symptoms can lead to the illness spreading once the medication wears off in the afternoon. This puts other children and teachers at risk of getting sick.

**Building Immunity:** It's normal for children to experience illnesses in their first few years of childcare as they build up their immune system. While it can be inconvenient, rest assured that this phase is temporary, and your child's resilience will strengthen over time.

**Commitment to Health:** We are committed to maintaining a healthy environment for everyone and appreciate your cooperation in keeping sick children at home until they are fully recovered.

**Tuition and Absences:** Weekly payments remain unchanged when your child is sick. Payments are consistent each week, regardless of the number of days your child may miss due to illness.

**Sanitization Practices:** We prioritize cleanliness and sanitize toys daily. Toys are bleached, washed in the washing machine, or cleaned with sanitizer. Blankets are washed weekly, and if a child is sick in the classroom, everything is washed sooner.

**Illness Monitoring and Reporting:** We log all illnesses and report major illnesses to the Department of Public Health as necessary.

**Signs to Watch For:** Please be vigilant for signs of illness; which may include fever, vomiting, diarrhea, rash, persistent cough, or any other symptoms that suggest your child is unwell.



# Child Illness & Exclusion Criteria for Child Care Settings by Public Health Iowa HHS

## [Common Child Illnesses 2 24.pdf](#)

A child should be temporarily excluded from an education or child care setting 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, difficulty breathing, or a quickly spreading rash.
- Fever with behavior change or other signs and symptoms in a child older than 2 months (e.g., sore throat, rash, vomiting, diarrhea).
- For infants younger than 2 months of age, a fever with or without a behavior change or other signs and symptoms.
- For a child older than 2 months, a fever is a temperature that is **above 101 degrees F** [38.3 degrees C] by any method.
- For infants younger than 2 months of age a fever is a temperature **above 100.4 degrees F** [38 degrees C] by any method.

\*Temperature readings do not require adjustment for the location where the temperature is taken\*

## ***ILLNESS EXCLUDE & RETURN TO CHILD CARE/SCHOOL***

**Chicken Pox:** Yes, Exclude - RETURN TO CHILD CARE/SCHOOL When all blisters are crusted with no oozing (usually 6 days) and resolution of exclusion criteria

**Diarrhea (infectious):** Yes, exclude (there are special exclusion rules for Shiga toxin producing E.coli (STEC), shigellosis and cryptosporidiosis). RETURN TO CHILD CARE/SCHOOL When diarrhea stops and health care provider and public health official states the child may return.

**Diarrhea (non-infectious):** Yes, if stool cannot be contained in the diaper, or if toiletied child has 2 or more loose stools in 24 hours, or blood in stool. RETURN TO CHILD CARE/SCHOOL 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:** No, unless child meets other exclusion criteria. (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. Treatment recommendations can be found here: <https://www.cdc.gov/parasites/lice/head/treatment.html>

**Impetigo:** Yes, exclude at the end of the day if blisters can't be covered. RETURN TO CHILD CARE/SCHOOL after child has been seen by the doctor, after 24 hours on antibiotic, and blisters are covered.

**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, exclude. RETURN TO CHILD CARE/SCHOOL 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.

**Respiratory illness: (Influenza, COVID-19, and RSV):** Yes, exclude. RETURN TO CHILD CARE/SCHOOL when the child is fever free for 24 hours without use of a fever reducing medication AND respiratory symptoms are mild and improving.

**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, exclude. RETURN TO CHILD CARE/SCHOOL When resolution of exclusion criteria and after 24 hours of antibiotic.

**Vomiting:** Yes, exclude. RETURN TO CHILD CARE/SCHOOL When vomiting has resolved and resolution of exclusion criteria.

## Dental Emergency Protocol

**Immediate Parent Notification:** In the event of a dental emergency, parents will be contacted immediately to ensure they are informed and can take necessary actions.

**Handling the Tooth:** Pick up the tooth by the crown (the chewing surface), avoiding contact with the root to prevent damage.

**Cleaning the Tooth:** If the tooth is dirty, gently rinse it with water. Avoid drying it, or wrapping it in a tissue or cloth.

**Preserving the Tooth:** Keep the tooth moist at all times by placing it in milk, which helps preserve the tooth until professional dental care can be obtained.



These protocols are designed to ensure we handle dental emergencies effectively, prioritizing the safety and well-being of all children in our care. If you have any questions or need further clarification, please feel free to reach out.

## Emergency Preparedness

**First Aid Kits:** First aid kits are strategically located throughout the center. At the ELC you will find first aid kits by the playground doors. At the Rec you will find the first aid kits in the kitchen. All teachers and counselors also wear fanny packs with first aid kits with them for quick access. Ice packs are stored in the staff freezer. The contents of the first aid kits are monitored and checked daily to ensure they are fully stocked with necessary supplies.



**Incident Logging:** While most children inform a teacher if they have been injured, some may continue playing without reporting. We strive to log every instance of injury to maintain accurate records. If your child did get hurt while playing but kept playing, we let them know it is always ok to come tell us so we can check them out. As stated earlier, all accident reports are logged in the ProCare App.

**Off-Site Safety:** Teachers who accompany children to the park carry a first aid kit, walkie-talkies, cell phones, and emergency contact numbers for all children.

**Classroom Rosters:** Each classroom maintains a roster of children, including allergy information and parents' contact details. Teachers carry a whistle for use during check-in times on the playground or park.

## Personal Items & Toys Policy

**No Toys or Personal Items:** Children are asked not to bring toys or personal items from home to the center. This policy helps prevent loss, theft, or damage to personal belongings.

**Backpack Contents:** Backpacks should only contain a change of clothes and school papers. This ensures safety as children access their backpacks during the day to store their work.

**Blankets:** Personal blankets from home are not allowed. The center provides blankets, which are assigned to each child for the entire school year.

**Safety and Organization:** By not bringing toys or food from home, we maintain a safe and organized environment. This reduces distractions and potential conflicts among children.

## Cell Phones & Smart Watches

**Cell Phone Prohibition:** Children are not allowed to use cell phones or smart watches while in care. Devices should be kept in the car or in backpacks (in the case of school age children). If seen using these items, children will be asked to store them in the office until pick-up.

**No Cell Phone Rationale:** Inability to monitor content or communication. To avoid distraction and potential loss or damage of expensive devices.

**Alternative Communication:** Parents can call the center to speak with their child. Messaging classroom teachers is encouraged for questions.

**Other Electronic Devices:** Includes iPods, iPads, laptops, and gaming systems. These items should also be kept in backpacks until home.



## Name to Face

This is a part of ProCare that has the picture of the child that allows them to call them by name and picture to ensure everyone is accounted for.

**Early Learning Center:** Teachers will do name to face when they leave the classroom and when they get to their location to ensure no child is hiding or left behind.

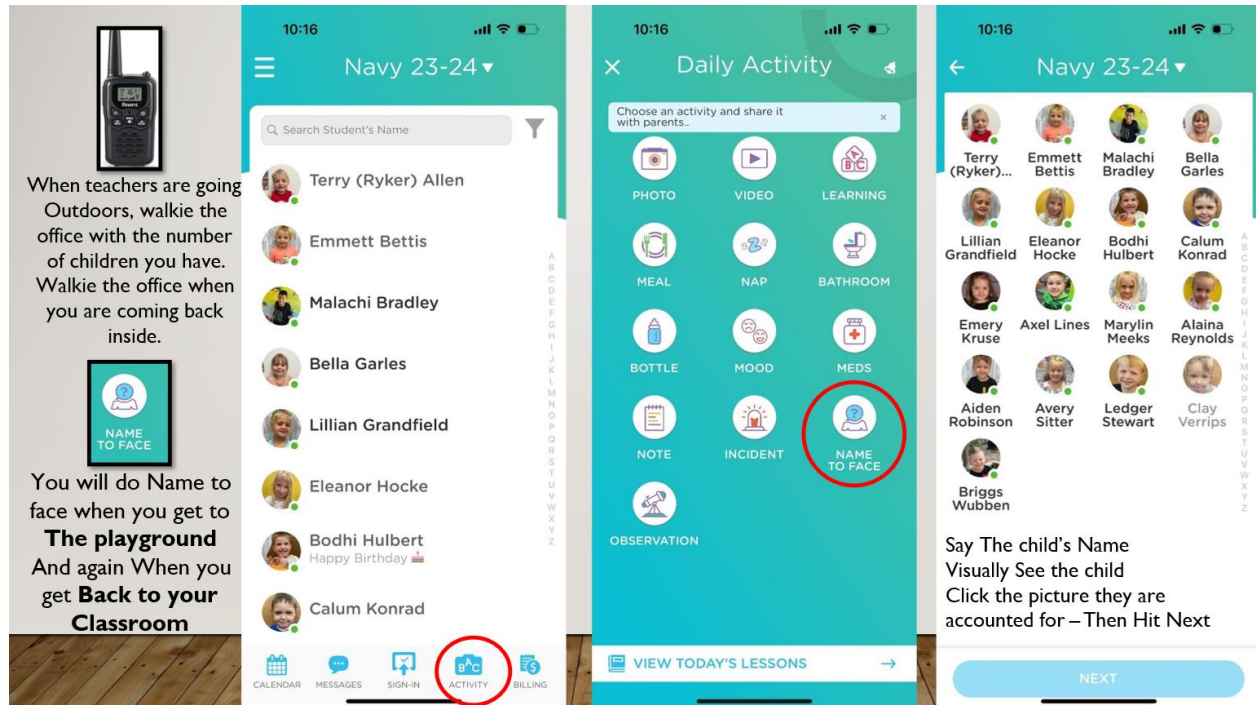
**Recreation Center:** During the school year, teachers will meet the children at school and do name to face before getting on the bus. They will then do a name to face check once children have moved to their first classroom.

Name to Face during the summer is done:

- Each time they have home base with their homebase counselor (3-4 times per day)
- At meal times
- Lining up from the playground
- Lining up to get on the bus
- Getting off the bus
- Arriving at their field trip destination

**Communication and Security:** Our intercom system enables quick communication with all rooms. In the event of an emergency, we can lock all entrances to the building swiftly with a switch located in the office.

**Walkie Talkies:** All staff wear walkie talkies that allow them to communicate directly with the office.



## Allergies

At Crayons 2 Pencils, the safety and well-being of every child are our top priority. We have established comprehensive procedures to effectively manage allergies and ensure a safe environment for all children.



**Collecting Allergy Information:** During enrollment, we gather detailed allergy information from parents to ensure the safety and well-being of your child. We require a doctor's note for all allergies, which is valid for one year from the date of signing. Please request a new copy at your child's next physical.

To provide the best care, we ask that you be specific about your child's allergies. For example, if your child is allergic to milk, please clarify whether this includes foods containing milk, such as cheese. This information helps us have a clear understanding of their allergies and ensures appropriate precautions are taken.

**Staff Communication and Training:** Our staff is trained to handle allergy-related situations. We ensure that all relevant allergy information is communicated to teachers, aides, and kitchen staff to prevent exposure and respond effectively.

All food allergies will also be handled directly with our kitchen nutritional director Brenda Jones. You can reach her directly at [bjones@crayons2pencils.org](mailto:bjones@crayons2pencils.org)

**Individual Allergy Action Plans:** For each child with allergies, we develop a personalized allergy action plan. This plan is regularly reviewed and updated to address your child's specific needs and ensure their safety.

**Meal Replacement for Allergies:** If your child is allergic to specific foods, such as eggs, and those items are on the menu, you will need to provide a replacement meal for that day. We do not have alternative items available, so it is important for parents to check the weekly menu, which is posted every Sunday on your child's classroom Facebook page. We encourage parents to be diligent in reviewing the menu and asking any questions about meal contents.

**Provision for Multiple Severe Allergies:** If your child has severe allergies to multiple foods, you may be required to provide all meals daily to ensure their safety. In such cases, we will set up a designated station where you can store your child's snacks and meals. A clearly visible sign will be placed to inform all teachers that your child has a special lunch daily.

**Managing Food Allergies:** We take careful steps to manage food allergies, including safe food handling practices, meal planning, and preventing cross-contamination. Please note our policies regarding outside food to maintain a safe environment.

**Medication and Emergency Procedures:** In the event of an allergic reaction, our staff is prepared to administer necessary medications, such as antihistamines or epinephrine auto-injectors. We have a clear emergency response plan, including contacting emergency services and notifying parents immediately.

**Handling Environmental Allergies:** We are committed to minimizing exposure to environmental allergens, such as pollen, dust, or pet dander, within our center to protect your child.

**Parental Responsibilities:** We ask parents to keep us informed by providing up-to-date medical information and necessary medications. Your collaboration is essential in managing your child's allergies effectively.

FARE FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN	
Name: _____	D.O.B.: _____
Allergic to: _____	
Weight: _____ lbs. Asthma: <input type="checkbox"/> Yes (higher risk for a severe reaction) <input type="checkbox"/> No	
NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.	
Extremely reactive to the following allergens: _____	
THEREFORE:	
<input type="checkbox"/> If checked, give epinephrine immediately if the allergen was LIKELY eaten, for ANY symptoms. <input type="checkbox"/> If checked, give epinephrine immediately if the allergen was DEFINITELY eaten, even if no symptoms are apparent.	
<b>FOR ANY OF THE FOLLOWING SEVERE SYMPTOMS</b> <div> <b>LUNG</b> Shortness of breath, wheezing, repetitive cough           </div> <div> <b>HEART</b> Pale or bluish skin, faintness, weak pulse, dizziness           </div> <div> <b>THROAT</b> Tight or hoarse throat, trouble breathing or swallowing           </div> <div> <b>MOUTH</b> Significant swelling of the tongue or lips           </div> <div> <b>SKIN</b> Many hives over body, widespread redness           </div> <div> <b>GUT</b> Repetitive vomiting, severe diarrhea           </div> <div> <b>OTHER</b> Feeling something bad is about to happen, anxiety, confusion           </div> <div> <b>OR A COMBINATION</b> of symptoms from different body areas.           </div>	<b>MILD SYMPTOMS</b> <div> <b>NOSE</b> Itchy or runny nose, sneezing           </div> <div> <b>MOUTH</b> Itchy mouth           </div> <div> <b>SKIN</b> A few hives, mild itch           </div> <div> <b>GUT</b> Mild nausea or discomfort           </div>
<b>FOR MILD SYMPTOMS FROM MORE THAN ONE SYSTEM AREA, GIVE EPINEPHRINE.</b>  <b>FOR MILD SYMPTOMS FROM A SINGLE SYSTEM AREA, FOLLOW THE DIRECTIONS BELOW:</b> 1. Antihistamines may be given, if ordered by a healthcare provider. 2. Stay with the person; alert emergency contacts. 3. Watch closely for changes. If symptoms worsen, give epinephrine.	
<b>1. INJECT EPINEPHRINE IMMEDIATELY.</b> <b>2. Call 911.</b> Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.	
• Consider giving additional medications following epinephrine: > Antihistamine > Inhaler (bronchodilator) if wheezing • Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side. • If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose. • Alert emergency contacts. • Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return.	
<b>MEDICATIONS/DOSES</b> Epinephrine Brand or Generic: _____ Epinephrine Dose: <input type="checkbox"/> 0.1 mg IM <input type="checkbox"/> 0.15 mg IM <input type="checkbox"/> 0.3 mg IM Antihistamine Brand or Generic: _____ Antihistamine Dose: _____ Other (e.g., inhaler-bronchodilator if wheezing): _____	
<small>PATIENT OR PARENT/GUARDIAN AUTHORIZATION SIGNATURE _____ DATE _____ PHYSICIAN/MDP AUTHORIZATION SIGNATURE _____ DATE _____            FORM PROVIDED COURTESY OF FOOD ALLERGY RESEARCH &amp; EDUCATION (FARE) (FOODALLERGY.ORG) 5/2020</small>	

## ***Communication with Other Parents***

For children with severe allergies, such as peanuts, we will post a sign at the classroom door to alert others to the presence of a child with this allergy. This ensures that items like peanut butter and jelly sandwiches are not brought into the classroom. We do not do this for all allergies just for the children with the severe allergies. In most cases, we can have the child avoid eating what they are allergic too. This is a case-by-case scenario.

If your child is allergic to eggs and we have scrambled eggs, you will need to bring a replacement meal to cover what they are not able to eat that day. The menu will go out every Sunday on your child's classroom Facebook page. We ask parents with children that have allergies to be diligent about looking at the menu and asking questions.

**Policy Review and Updates:** Our allergy management policy is regularly reviewed and updated to ensure it remains effective and comprehensive. We welcome any feedback from parents to help us improve our practices.

## **Meals & Snacks**

**Meal Service:** For children in attendance full day, children receive breakfast, lunch, and an afternoon snack. During the school year, our school age children will get a snack after school. Younger children are encouraged to carry their own plates, clean up their messes, and practice putting their dishes in the sink and dumping leftover food in the trash. Children are never made to eat all their food. We will serve them their meals and it is up to them if they eat it. If we notice they are not eating much we will reach out and talk with you about what we are seeing and come up with a plan together to ensure they are getting enough to eat each day.

**Nutritional Information & Menu Posting:** We have a Nutritional Director who oversees all meals served to the children, adhering to the CACFP (Child and Adult Care Food Program) guidelines. Menus created by our Nutritional Director are posted every Sunday, on your child's private classroom Facebook page and outside the office door, helping you and your child know what meals will be served each day.

**Sack Lunch & Treats:** Children in our program during lunchtime may bring a lunch from home or have one provided. We ask that home-packed lunches follow the CACFP guidelines, which include 1 meat, 1 grain, and either 2 fruits, 2 vegetables, or one of each. Milk is required at breakfast and lunch. If your child dislikes a specific menu item, you may bring a replacement. We do not offer meal options beyond what is on the daily menu. We do not have the option of heating up sack lunches. All sack lunches are kept in the classroom cubbies.

**Allergy Considerations & Birthday Treats:** If your child is bringing a sack lunch or treats from home, they must adhere to all posted allergies in the classroom for safety.

## **Water Bottle Policy**

To ensure that children stay hydrated during outdoor play, especially in the warmer months, we have implemented a water bottle policy.

**Water Bottle Usage:** During the spring, summer, and fall, we ask parents to provide a water bottle for their child to stay at school. We will send them home during the winter months. Children will carry their water bottles with them whenever they go outside, especially for activities longer than 20 minutes. Teachers will ensure frequent water breaks to keep all children hydrated throughout the day. Teachers will wash the water bottles daily to maintain hygiene and ensure they are ready for use.

**Water Bottle Type:** We recommend using water bottles that can keep drinks cold, as opposed to plastic ones, since water can warm up quickly in the sun.

## Milk Policy

**Milk Policy:** We adhere to the Child and Adult Care Food Program (CACFP) guidelines to ensure that children receive the appropriate nutrition during meal times.



**Milk for children ages 2 and up:** We serve 1% milk at every breakfast and lunch. While we don't force your child to drink milk, it is a requirement by CACFP that we provide it for them. If your child is thirsty outside of meals, they are welcome to have water at any time.

**Milk for children age 1:** When your child celebrates their first birthday, we will serve them whole milk as per CACFP guidelines. If your child is transitioning from a bottle, we will serve whole milk in a sippy cup at meal times and can provide a bottle for a short period around meal times to assist with the transition.

**Milk Allergies & Substitutes:** If your child is allergic to cow milk, a written note from their pediatrician is required, along with the milk substitute you provide. Written notes are only good for one year from the date the pediatrician signed per DHS guidelines. All substitute milks must be sealed and labeled with no flavoring (e.g., chocolate or strawberry). Expiration dates will be monitored to ensure they are served within an appropriate timeframe.

### *Milk Allergy vs. Milk Sensitivity*

Understanding the difference between a milk allergy and milk sensitivity is crucial for ensuring the health and safety of your child. At C2P, we take dietary needs very seriously and are committed to accommodating each child's unique requirements.

**Milk Allergy:** A milk allergy is an immune system reaction to one or more proteins in cow milk. It can cause immediate and potentially severe symptoms. Symptoms may include hives, wheezing, vomiting, diarrhea, and even anaphylaxis, which requires immediate medical attention. We will ensure that your child does not consume any dairy or dairy-containing products.

**Milk Sensitivity:** Milk sensitivity, often referred to as lactose intolerance, is a digestive issue where the body cannot properly digest lactose, a protein found in milk. Symptoms may include bloating, gas, diarrhea, and stomach cramps. These symptoms are generally less severe than those of a milk allergy.

## Infant & Toddler Feeding Guidelines

To ensure the health and safety of all children in our care, we have established specific guidelines for feeding infants and toddlers. No bottles will be propped. Please review the following procedures carefully.

### *Bottles*

**Human Milk:** All human milk bottles must be clearly labeled with your child's name and the date. A labeled spot in the refrigerator will be provided for storing human milk bottles to prevent any mix-ups with other children's bottles. All bottles brought for the day will be sent home each night to be washed and sanitized.

**Formula:** A labeled canister of formula may be kept at the school for formula-fed babies. Please provide at least 2 bottles that will be kept here and sanitized by teachers daily.

We appreciate your cooperation in adhering to these guidelines to ensure a safe and organized environment for all children. If you have any questions or need further clarification, please feel free to contact us.

## ***Helpful Tips for Warming Bottles***

**Serving Temperature:** Bottles and infant foods can be served cold directly from the refrigerator and do not need to be warmed. However, if you choose to warm bottles, we follow these guidelines.

**Safe Warming Methods:** Warm bottles under running warm tap water or place them in a container of water that is no warmer than 120°F. Swirl the bottle to distribute the heat evenly before feeding.

**Avoiding Prolonged Warming:** We never warm bottles and infant foods in a microwave.

**Safety Precautions:** Teachers do not hold an infant while removing a bottle from the warmer or while preparing a bottle. Teachers are cautious of the potential for burns from hot water dripping from a bottle.



## **Nap Time Policy**

At Crayons 2 Pencils Early Learning Center, we recognize the importance of rest for children to recharge from their active day of learning and play. Our naptime policy is designed to meet the developmental needs of each age group while ensuring a comfortable and safe environment for rest. While children are encouraged to rest during designated nap times, they are not required to fall asleep. However, we are unable to keep them awake if they naturally fall asleep.

**Infant Nap Time:** Babies will nap according to their individual schedules when they first start with us. As they grow, we will gradually transition them to a morning and afternoon nap routine.

All infants will sleep in their own crib to ensure a safe sleeping environment. All cribs will be free from any item other than the child, a pacifier, and a sleep sack.

**Toddlers Nap Time (ages 1 and up):** Once children turn one year old, they will transition to a toddler cot for naptime. Children ages 1 to young 4s will have a designated nap time from 1:00 PM to 3:00 PM.

**Preschoolers Nap Time (ages 3 to young 4s):** In the 3s and young 4s classroom, we will begin to gradually shorten nap times as the year progresses. This helps prepare children for pre-kindergarten, where rest time is no longer offered.

We are committed to providing a restful and nurturing environment for all children during nap time. Please feel free to reach out if you have any questions or specific needs regarding your child's rest schedule.

## ***Sleep Guidelines for children Birth to Age 5***

### **Newborns (0-3 months):**

- Average Sleep: 14-17 hours per day
- Newborns sleep in short periods throughout the day and night.

### Infants (4-11 months):

- Average Sleep: 12-15 hours per day
- This includes 2-3 hours of day time naps. Nighttime sleep becomes more consolidated.

### Toddlers (1-2 years):

- Average Sleep: 11-14 hours per day
- Typically includes one or two naps during the day.

### Preschoolers (3-5 years):

- Average Sleep: 10-13 hours per day
- As children grow, naps may decrease, and nighttime sleep becomes more consistent.



Bedtime Video Tips and Tricks for parents: [Bedtime It starts at home](#)

## Infant Safe Sleep Policy

Our Infant Safe Sleep Policy is carefully explained to parents upon enrollment and is included in this handbook for your reference.

**Infant Training & Education:** All teachers working in our infant room complete initial training on infant care and Safe Sleep policies with our directors. Training is renewed every 6 months, and records are maintained in our ProCare system. Safe Sleep posters are displayed in the infant room to reinforce our practices.



### Infant Safe Sleep Practices:

- Infants are placed on their back to sleep. If they can roll back to front and front to back, they may remain in their chosen sleep position.
- A waiver from the child's primary physician is required for any alternate sleep positions, with an expiration date.
- Each infant sleeps in their own crib with a firm mattress and tight-fitting sheet.
- Infants falling asleep outside a safe sleep environment are immediately moved to their crib.
- Cribs are labeled with the infant's name and ability.
- Blankets, swaddling, stuffed animals, toys, burp rags, and bibs are not allowed in cribs.
- Crib sheets are washed weekly and as needed.

**Infant Environment & Monitoring:** Room temperature is controlled via a Nest system, maintaining 68-70 degrees. Teachers closely monitor infants during nap time, checking for signs of discomfort or distress.

**Infant Pacifiers:** Pacifiers are permitted at nap time with parent permission but cannot be attached to anything. Teachers do not reinsert pacifiers if they fall out during sleep. Pacifiers are labeled and stored in a designated holder during the day.

**Infant Safety & Communication:** Any unsafe items found on an infant are removed immediately and placed in the child's backpack. This would be items like teething necklaces, sweatshirts with long strings on them. Parents are notified of any unsafe items via message.

We are committed to providing a safe and nurturing environment for your child. If you have any questions or concerns, please do not hesitate to contact us.

## Emergency Preparedness & Safety Protocols

**Fire Safety:** In the event of a fire, parents will be notified at the earliest opportunity. We conduct monthly fire drills and test fire detectors regularly. Our facility is equipped with a sprinkler system, and the fire station has a key to our building for quick access.



**Crayons 2 Pencils Early Learning Center** students will evacuate to the back of the big playground where we have access to go to Legacy Clubhouse should we need to evacuate further.

**Crayons 2 Pencils Recreation Center** students will evacuate out the main playground and can be picked up at the big lot behind our playground.

### ***Tornado Procedures:***

#### **C2P Early Learning Center**

Rooms	Location
Red, Violet, Silver, Pink	We will take cover in Violet room
Green, Yellow, Orange	We will take cover in Green room
Purple, Teal, Navy, Blue	We will take cover in Blue room



#### **Crayons 2 Pencils Recreation Center**

School age children will sit on inside wall of the gym closet. Pre-k students will go under the stairwells and in the bathrooms on the lower level.

**Bomb Threat Protocol:** If a bomb threat is issued, children will be evacuated immediately to the Norwalk Fire Department. We take every threat seriously, conducting roll calls before leaving and upon arrival at the fire station. During evacuation, the director will contact local emergency services (911).

**Smoke-Free Policy:** Our facility is smoke-free, prohibiting smoking anywhere on the grounds or during field trips, including in vehicles. Staff are not permitted to use tobacco products, cigarettes, cigars, chewing tobacco, snuff pipes, snus, electronic smoking devices, or any other nicotine products on the grounds under any circumstances.

**Lockdown Procedures:** If the center must go on lockdown, no one will be allowed in or out until clearance is given by the local police department. This measure is to protect the children and is not intended to cause alarm. Parents will be notified promptly. Our priority is the safety of the children at all times. If the Norwalk Schools go on a lockdown, both Crayons 2 Pencils locations will go on lockdown as well. We have access to turn off access to all door codes with a flip of a switch in the office for safety.

**Safety Tools and Monitoring:** We utilizes various safety tools, including weather radios, carbon monoxide detectors, and cell phones, to stay informed about potential emergencies.



## Active Supervision Policy

Our goal of active supervision at C2P, is to promote a safe environment through focused attention, and intentional observation at all times. Teachers use active supervision to ensure children explore their environment safely. During the first day of training, we teach staff how to maintain active supervision at all times. Additionally, all staff are retrained annually during our two staff training days in August. Using active supervision, staff position themselves so that they can always observe all children — watching, counting, and listening. During transitions, they account for all children with name-to-face recognition by visually identifying each child. Staff also use their knowledge of each child's development and abilities to anticipate what they will do, then get involved and redirect them when necessary.

### *Play & Outdoor Time*

#### **Environment:**

- Maintain a clutter-free area.
- Arrange furniture to eliminate blind spots, ensuring all children are visible.
- Use colored floor circles to designate seating areas.
- Conduct daily safety checks for hazards.
- Use a whistle to signal when it's time to line up and come inside.
- Ensure the playground gate remains closed at all times.

#### **Scan & Count:**

- Continuously monitor and count children to ensure everyone's safety.
- Be aware of each child's location and activity.
- Utilize the Name to Face feature on ProCare for accurate tracking.

#### **Anticipate:**

- Plan activity durations and ensure children are engaged.
- Identify necessary supports for children.

#### **Position:**

- Assign one teacher to lead small groups while another moves around and supervises.
- Use walkie-talkies for effective communication.

#### **Listen:**

- Be attentive to children who may need help or show signs of distress.

#### **Engage & Redirect:**

- Encourage problem-solving and facilitate small group activities.
- Lead outdoor games and ensure active participation.



## ***Basic Care Routine***

### **Environment:**

- Keep bathroom areas labeled and organized.
- Limit the number of children in the bathroom or at the sink at one time.
- Use colored circles to guide children in line for handwashing.

### **Scan & Count:**

- Continuously monitor children and their activities.
- Use the Name to Face feature on ProCare for tracking.

### **Anticipate:**

- Estimate the duration of care routines and plan for other children's activities.

### **Position:**

- Ensure one teacher remains with children while another assists in the bathroom.

### **Listen:**

- Be alert to children needing assistance.



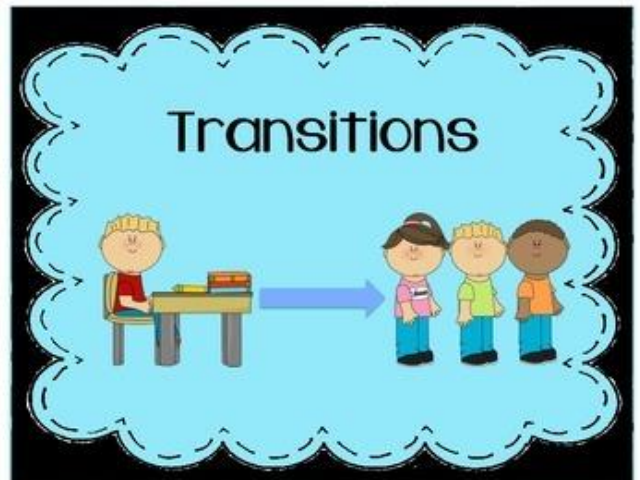
## ***Transitions***

### **Environment:**

- Use a signal to indicate transition times. (i.e. a cleanup song)
- Provide a 5-minute warning to prepare children for upcoming transitions.

### **Scan & Count:**

- Regularly monitor and count children.
- Be aware of each child's location and activity.



### **Anticipate:**

- Plan the duration of transitions and prepare the next activity in advance.

### **Position:**

- Have one teacher lead the transition while another sets up the next activity.

### **Listen:**

- Be attentive to children who may need help.

### **Engage & Redirect:**

- Redirect children to the whole group to maintain focus.

## Walks

### Environment:

- Ensure the classroom has an extra teacher for walks.
- Check weather conditions beforehand.
- Use strollers or walking ropes for safety.

### Scan & Count:

- Continuously monitor children and their activities.

### Anticipate:

- Plan the route and duration of the walk.
- Identify children who might need additional support.

### Position:

- Ensure the classroom is over ratio by one teacher for walks outside of the center grounds.

### Listen:

- Stay alert for potential dangers or children needing assistance.

### Engage & Redirect:

- Teach learning points during the walk and ensure children are engaged.



## Strangulation Prevention:

### ***Blinds and Draperies:***

- Blinds are cord-free.
- No draperies are present in the center.

### ***Tie-down Devices:***

- The center is free of tie-down devices.

### ***Dramatic Play Items:***

- Items are free of straps.

### ***Necklaces and Scarves:***

- Children are not allowed to wear necklaces.
- Scarves are used only with teacher supervision.

### ***Pacifiers:***

- No items attached to pacifiers.
- Offered only at nap time with parent/guardian permission.

### ***Clothing Strings and Cords:***

- Parents/guardians are asked to remove hood strings from clothing.
- Strings and cords that can encircle a child's neck are not allowed.
- If brought from home, they are taken to the office for parent/guardian pickup.

## Water Safety

**Sensory and Outdoor Water Play:** A teacher is always within arm's reach during sensory or outdoor water play. Water is immediately emptied once the activity concludes. Children are never left unsupervised during any water play. Outdoor water toys are emptied after rain to maintain safety. If a teacher must leave the supervised area, they use a walkie-talkie to request assistance, ensuring continuous coverage.

**Sensory Tables:** A teacher is stationed at both indoor and outdoor sensory tables at all times, even when activities do not involve water. Children use the sensory station in small groups of 2 or 3 for optimal supervision and safety.



**Sprinkler Play:** A teacher supervises the sprinkler area, organizing children to pass through one at a time to prevent collisions. A one-way path is established for children wishing to run through the sprinkler safely.

**General Water Safety:** Students do not engage in activities near bodies of water such as lakes, ponds, or public swimming pools. Sprinklers are exclusively used with active supervision. Teachers monitor sprinkler use to prevent the formation of standing water. If standing water is found, sprinklers are relocated to another playground area.

## Missing Child Policy

**Preventative Measures:** Classrooms are equipped with up to two cameras each, monitored from the office. Additional cameras cover the playground, parking lot, entrances, and hallways. Exterior doors are secured and require a code for entry.

**Name to Face Procedures:** Upon leaving for the playground, teachers conduct a headcount using the Name to Face feature in ProCare. Teachers use walkie-talkies to inform the office of the number of children they are taking out. The director verifies this number against the classroom's daily check-in records. Before re-entering the building, children line up at the whistle's sound, and another headcount is conducted using ProCare. Walkie-talkies are used again to report the number of children returning, which the director verifies. A final headcount is performed once back in the classroom. Directors check twice daily to ensure headcounts are recorded.

**Response to a Missing Child:** If a child is missing, directors use walkie-talkies and classroom phones to alert all staff, providing the child's name, classroom, and last known location. Directors and staff initiate a search, covering the playground, all rooms, closets, and reviewing camera footage. Communication is maintained via walkie-talkies. If the child is not found within 10 minutes, directors will contact the guardians, informing them of the child's last known location and time. If guardians are unaware of the child's whereabouts, the director will notify the Norwalk Police Department, providing the last known details. The Iowa Department of Health and Human Services and the Child Abuse Hotline will also be contacted to report the incident. The director will document the process and complete an incident report, which will be filed and reported to HHS as needed. These measures ensure a swift and coordinated response to any missing child situation, prioritizing the safety and well-being of all children in our care.



## Cleaning Strategies

**Glove Use:** Gloves are utilized in the classroom for various tasks, including cleaning up specific messes, sanitizing bathrooms, and changing diapers. They are stored out of children's reach but are easily accessible to staff. After glove use, all staff members wash their hands to prevent the spread of germs.



### Table Sanitation

**Table Cleaning Process:** We begin by using a soapy water spray on tables to loosen any particles. The tables are then wiped clean with a paper towel. Next, we apply a bleach solution to the tables, allowing a 2-minute dwell time to ensure all germs are effectively killed. Afterward, the tables are wiped with a paper towel. This cleaning process is conducted while children are engaged with another teacher doing activities in a different part of the classroom to ensure their safety. Tables are cleaned multiple times daily including but not limited to, when teachers arrive in the morning, before eating, after eating, and at the end of the day.

### 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 child's sippy cup, bottle or binky



#### The Organized Classroom

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



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

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.

## Bathroom & Diapers

**Hygiene:** The bathroom can become messy quickly, so we take proactive measures to prevent the spread of germs and maintain cleanliness throughout the day.

**Bathroom Cleaning Routine:** Our bathroom is cleaned multiple times daily to ensure a hygienic environment. During class hours, staff regularly monitor the bathroom for spills or mishaps. In the event of a mess, the bathroom is promptly sanitized with a bleach solution. At the end of the day, the bathroom undergoes another comprehensive cleaning.

**Accidents & Soiled Clothing:** To ensure your child's comfort and hygiene, we request that you send your child with an extra set of clothes each day.



**Handling Soiled Clothing:** If a child has a urine accident, they will be changed immediately, and the soiled clothes will be placed in a bag if we are unable to wash them for you.

**For Fecal Accidents:** Solid waste will be disposed of in the toilet. Underwear with liquid waste will be discarded for hygiene reasons. These measures are in place to ensure the well-being and dignity of your child.

If you have any questions or need further clarification, please feel free to reach out.



# Diapering



**1** Keep **supplies** ready.



**2** Protect the surface with clean, non-porous disposable paper.



**3** Keep **one hand** on child at all times.



**4** Place soiled diaper in a container **lined** with a plastic bag.



**5** **Wipe** front to back. Use each cloth or towel only once.



**6** **Diaper** and dress the child.



**7** **Wash** your hands and the child's. Assist child back to the group.



**8** Place soiled clothes in a plastic bag.



**9** Remove disposable paper. **Clean and sanitize.**



**10** Wash **your** hands.



**11** **Dry** hands.



**12** Dispose of towel in a container **lined** with a plastic bag.











# Hand Washing

## When do we wash hands?


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

Washing Your Hands

 <p><b>1. Turn water on.</b></p> <ul style="list-style-type: none"> <li>Be sure clean, disposable paper towels are available.</li> <li>Turn on warm water.</li> </ul>	 <p><b>2. Wet hands.</b></p> <ul style="list-style-type: none"> <li>Wet hands with water.</li> </ul>	 <p><b>3. Apply soap.</b></p> <ul style="list-style-type: none"> <li>Apply liquid soap.</li> </ul>	 <p><b>4. Wash hands.</b></p> <ul style="list-style-type: none"> <li>Wash hands well for at least 20 seconds. Rub top and inside of hands, under nails and between fingers.</li> </ul>	<p><b>Teach children to wash their hands:</b></p> <ul style="list-style-type: none"> <li>Upon arrival to the center</li> <li>Before and after eating</li> <li>After using the toilet/diapering</li> <li>After coughing or contact with body fluids: runny nose, blood, vomit</li> <li>Before and after using water tables</li> <li>After outside play</li> <li>After handling pets</li> <li>Whenever hands are visibly dirty</li> <li>Before going home</li> </ul>
 <p><b>5. Rinse hands.</b></p> <ul style="list-style-type: none"> <li>Rinse hands under running water for at least 10 seconds.</li> </ul>	 <p><b>6. Dry hands.</b></p> <ul style="list-style-type: none"> <li>Dry hands with clean, disposable paper towel.</li> </ul>	 <p><b>7. Turn water off.</b></p> <ul style="list-style-type: none"> <li>Turn off the water using the paper towel.</li> </ul>	 <p><b>8. Throw paper towel away.</b></p> <ul style="list-style-type: none"> <li>Throw the paper towel into a lined trash container.</li> </ul>	

**Healthy Child Care Iowa**

**1-800-369-2229**



[www.idph.state.ia.us/hcci](http://www.idph.state.ia.us/hcci)

"Helping keep children in child care healthy and safe"

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LSK 4/2006

**Prepare:** Ensure a clean, disposable paper towel or single-use cloth towel is available.

**Water Temperature:** Turn on warm water, between 60°F and 120°F, to a comfortable temperature.

**Apply Soap:** Moisten hands and apply non-antibacterial soap.

**Lather and Scrub:** Rub hands vigorously for at least 20 seconds, covering all areas including between fingers, around nails, and the back of hands.

**Rinse:** Rinse thoroughly under running water until all soap and dirt are removed. Keep the water running.

**Dry:** Use a clean paper towel to dry hands.

**Turn off Tap:** Use the paper towel to turn off the tap if it doesn't shut off automatically.

**Dispose:** Throw the paper towel in a lined trash can or place the cloth towel in the laundry hamper. Apply hand lotion if desired.

## Classroom Cleaning

### *Daily Cleaning Tasks:*

- Vacuum and sweep floors
- Empty trash bins
- Clean tables and chairs
- Organize toys
- Wipe down counters
- Store food properly
- Wash dishes
- Clean and restock bathroom supplies
- Maintain cleanliness of the playground

### *Weekly Cleaning Tasks:*

- Perform a deep clean by wiping down large toys with disinfectant wipes
- Wash all toys in a bleach solution
- Machine wash stuffed animals and soft toys
- Wash nap blankets (sooner if a child is sick or has an accident)
- Mop floors twice a week or as needed

### *Additional Cleaning As Needed:*

- Shampoo carpets
- Refill soap dispensers and paper towel holders
- Clean garbage cans
- Touch up paint on walls



## Keeping Children Safe on the Playground

### *Sun Protection*

**Clothing and Shade:** Ensure children wear appropriate clothing and use shaded areas to protect from the sun.

**Sunscreen Requirement:** It is mandatory for each parent to provide one bottle of SPF 50 cream sunscreen (not spray) for their child. All children must wear sunblock; staying indoors is not an option.

**Sunblock Application:** Sunscreen is applied multiple times daily, with a roster to track applications. If a child has an allergy, a separate bottle will be reserved, and teachers will wear gloves during application. We will apply sunblock every 2 hours.





**Temperature Check:** Always check for safe temperatures before outdoor play.

**Hydration:** Provide safe drinking water to keep children hydrated.

## Childcare Weather Watch: Ensuring Safe Outdoor Play

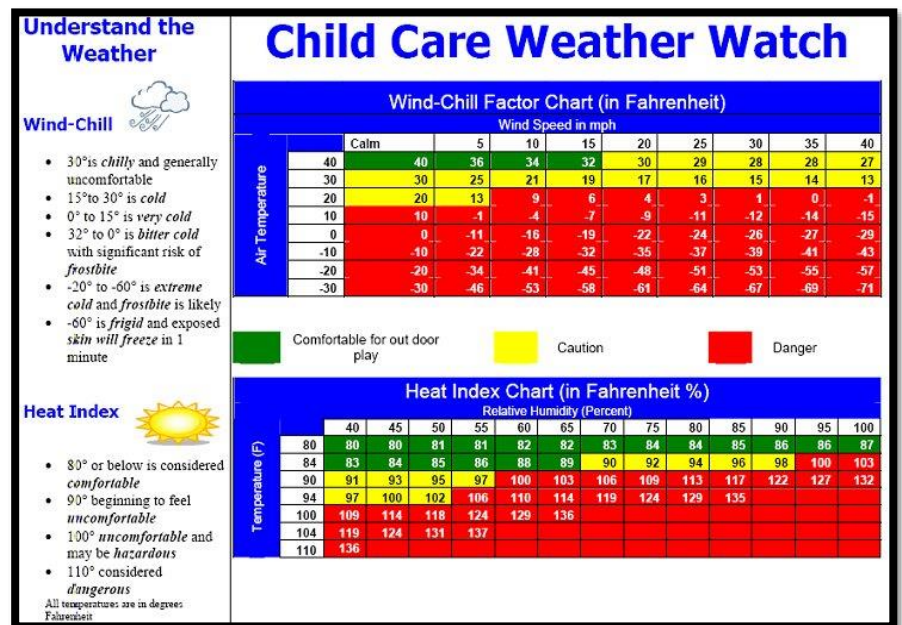
The Childcare Weather Watch is a tool designed to help childcare providers assess weather conditions and determine the safety of outdoor play. It provides guidelines based on temperature, humidity, wind chill, and heat index to ensure children are protected from extreme weather conditions.

**Temperature and Humidity Monitoring:** The Weather Watch considers both the temperature and humidity to assess the heat index, which indicates how hot it feels outside. This helps us decide if it's safe for children to play outdoors.

**Wind Chill Assessment:** In colder months, we use the wind chill factor to determine how cold it feels. This helps us ensure that children are dressed appropriately and that outdoor play is safe.

**Color-Coded System:** The guidelines use a color-coded system (green, yellow, red) to indicate safe, caution, and danger zones for outdoor play.

- **Green:** Safe for outdoor play with standard precautions.
- **Yellow:** Caution advised; modify outdoor activities and ensure children are dressed appropriately.
- **Red:** Danger zone; outdoor play is not recommended.



## Outdoor Play

We love to encourage outdoor play as much as possible, as fresh air and large-muscle activities are crucial for the development of young children.

### Weather-Appropriate Clothing

**Winter Gear:** During the winter months, please ensure your child comes to school every day with hats, gloves, snow pants, snow boots, and a winter coat. You are welcome to leave these items at school during the week. Please bring these items in a separate bag from their backpack and label everything to help us identify your child's belongings.

**Summer Attire:** In the summer, please have your child bring a swimsuit to leave at school for water play activities. Boys must also have a swim shirt. Girls we ask for a one-piece suit. This helps when doing laundry each week that all

the pieces stay together. You are welcome to bring a sun hat however; we are not able to guarantee that they will keep it on the whole time.

**Footwear:** Children should wear shoes or secure sandals to avoid running accidents and ensure safe play. Please do not bring your child to school barefoot (except for children under 1).

## Outdoor Play Guidelines

**Daily Outdoor Time:** All children should plan to go outside every day, with the amount of time spent outdoors depending on the weather. Children should wear and/or bring clothing appropriate for the weather to ensure they are comfortable and safe during outdoor activities. It is not uncommon for children to get dirty when playing outdoors. Please do not send them in their Sunday best.

By following these guidelines, we ensure that children can enjoy outdoor play safely and comfortably. We appreciate your cooperation in helping us create a fun and engaging environment for your child. If you have any questions or need further information, please feel free to contact us!

## Playground Equipment Stability, Fall Surfacing & Inspection

We have implemented rigorous inspection protocols to ensure the safety and stability of our equipment and toys, both inside and outside the facility.

### Inspection Protocols

**Ongoing Inspections:** We conduct ongoing inspections of all toys and equipment. Broken items are discarded immediately. Please notify us if you see anything broken so we can address it promptly. A chart of monthly inspections is displayed by the playground door near the yellow classroom.

**Daily Checks:** Our teachers perform daily checks of playground structures and toys each time they go outside with their class. The inspection sheet is available in our office.

**Monthly Measurements:** We measure the fall surface area monthly to ensure compliance with safety requirements.

### *Equipment Installation & Maintenance*

**Secure Installation:** All playground equipment is installed according to the manufacturer's instructions, with items anchored securely as required. Our maintenance crew ensures all items are properly built and securely fastened.

**Regular Maintenance:** Rusted or chipping items are replaced or discarded. Teachers look daily for sharp edges or areas that could cause splinters and report concerns. Teachers also check for nests in playhouses or common areas for bees and report to the maintenance crew for removal while children are indoors.

**Professional Inspections:** Twice a year, Rainbow Play Structures conducts a full inspection of the playground equipment they installed, ensuring everything is in optimal condition.

# MONTHLY PLAYGROUND INSPECTION RECORD

Center

Year

S = Satisfactory

NA = Not Applicable

U = Unsatisfactory

[illegible]

## Redirecting & Positive Reinforcement

We believe in fostering a positive and supportive environment where children can learn and grow. Our approach to behavior management focuses on positive reinforcement, redirection, and teaching self-control through understanding and empathy.



### *Positive Reinforcement*

**Encouraging Good Behavior:** We use praise to reinforce great behavior, helping children understand what is expected of them. You might hear us say things such as, “I love how you two are using gentle hands with the sensory bin” or “Thank you Suzie for sitting calmly at the table.”

### *Redirecting & Verbal Warnings*

**Addressing Unacceptable Behavior:** If a child demonstrates unacceptable behavior, we provide a verbal warning. We get down to their eye level to explain why the behavior is unacceptable and how it could be harmful.

**Redirection:** After discussing the behavior, we attempt to redirect the child to a different activity to refocus their attention.

**Second Warning:** If the behavior continues, we provide a second warning, again at eye level, explaining that this is their last warning before they may need to visit to talk with the office or management team.

**Parental Communication:** We inform parents if their child received a warning in class. We will use ProCare’s messaging section or the mood section to track their behaviors so we are all on the same page.

**Developing Self-Control & Problem-Solving Skills:** Teachers include mini lessons on feelings and problem-solving skills, coaching children through situations with positive redirection and modeling.

**Calm Down Areas:** Both centers have multiple calm down area accessible throughout the day for children who need a break. This can look like a soft area and sensory toys to help with calming the body.

Directors visit classrooms and monitor interactions through cameras to ensure safety and provide support as needed.

## Positive Behavior Training for Teachers

We are committed to fostering a positive and nurturing environment for all children. Our approach to behavior management is rooted in positive reinforcement and proactive strategies designed to support both children and teachers.

### *Teacher Training & Policies*

**Initial Training:** New teachers participate in staff orientation training with our training team on their first few days, focusing on positive classroom behavior. This includes understanding that Iowa law and our C2P behavior policy strictly prohibit corporal punishment and physical discipline. Any violation is grounds for immediate termination.

**Ongoing Training:** Teachers receive annual training on positive classroom behavior during staff training days to reinforce these principles.

### *Handling Challenging Behaviors*

**Initial Strategies:** Teachers are encouraged to handle challenging behaviors by redirecting children or teaching them to use the calm down area in the classroom.



**Behavior Plan Development:** If further intervention is needed, teachers meet with directors to discuss classroom strategies and persistent behaviors. Directors then develop a behavior plan for the child, with teachers documenting and tracking behavior patterns. Progress is reviewed after one week to ensure the effectiveness of the behavior plan.

### ***Escalation Procedures***

**Immediate Assistance for Behaviors:** For behaviors beyond the scope of a behavior plan, teachers use a walkie-talkie to request assistance from directors, who then document the event.

**Parental Involvement:** If challenging behavior persists, directors contact parents/guardians to develop an action plan. This may include trying a new classroom, setting up special breaks, or regular check-ins with the office.

**Suspension Protocol:** If necessary, a child may be suspended for one day, followed by a meeting with parents/guardians. Continued issues may lead to a two-day suspension and further meetings. If behavior does not improve, we may determine that Crayons 2 Pencils is not the best fit for the child's needs.

### ***Considerations & Support***

**Age-Appropriate Behavior:** We consider age-appropriate behavior, recognizing that children may go through phases such as biting or pushing. Teachers work to monitor and guide these behaviors.

**Additional Support:** We may contact AEA for additional assistance to support a child's development and behavior management.

## **Discipline Plan for Inappropriate Behavior**

We prioritize creating a safe and supportive environment for all children and staff. Our discipline plan is designed to address inappropriate behaviors while providing opportunities for improvement and growth.

### ***Discipline Steps***

**Redirect in the Classroom:** Teachers will first attempt to redirect the child to appropriate activities and behaviors within the classroom setting.

**Assistance from Center Directors:** Directors will collaborate with teachers to identify changes or strategies that can be implemented to support the child.

**Parent Meeting:** A meeting with the parents will be scheduled to discuss the child's behavior and develop a joint plan for improvement.

**One Day Suspension:** If behaviors persist, a one-day suspension may be necessary, followed by a meeting with parents to reassess the situation.

**Contact AEA or Child Care Resource & Referral:** We may seek additional support from external resources to better address the child's needs and behaviors.

**Parent Meeting:** A follow-up meeting with parents will be conducted to evaluate progress and discuss further steps.

**Three Day Suspension Followed by Termination:** If unsafe behaviors continue, a three-day suspension may be enforced. Continued issues may result in termination if the child poses a safety risk.

## Immediate Parent Contact for Safety & Possible Termination

In cases of severe behavior, immediate contact with parents is required. Depending on the severity, this could lead to immediate termination.

### *Examples of Unsafe and Unacceptable Behaviors*

**Running into the Parking Lot or Street:** Running away from teachers is a serious safety concern that cannot be tolerated.

**Harming Teachers, Students or the Classroom:** Physical aggression, such as hitting or throwing objects at others, is unacceptable. Destroying a classroom or throwing furniture may be grounds for termination.

**Standing or Jumping on Furniture:** Climbing on furniture poses safety risks and is not allowed.

**Running Out of the Classroom Without a Teacher:** Leaving the classroom unsupervised is dangerous and unacceptable.

**Continual Use of Foul Language and Name Calling:** Disrespectful language towards peers or teachers is not tolerated.

**Complete Lack of Respect for Staff:** Disrespectful behavior towards staff may lead to disciplinary action.

### *Above & Beyond Teacher Guidance*

If a child consistently requires one-on-one guidance beyond what our teachers can provide, this may indicate a need for additional support that our facility is not equipped to offer.

**One-on-One:** Crayons 2 Pencils is not able to provide one-on-one teacher assistance. In such cases, we will work with parents to explore alternative options that better meet the child's needs. We will discuss the situation with parents and consider external resources or specialized programs that can offer the necessary support for the child's development and well-being.

**Considerations for Smaller Learning Environments:** If a child continues to struggle with behavior, a smaller learning environment may be more beneficial for their individual needs.

**Immediate Termination Policy:** Crayons 2 Pencils reserves the right to **immediately** terminate a family if a parent or child is causing harm to others. This includes violent behavior, inappropriate language, threatening actions, and failure to cooperate with staff and directors.

## Understanding & Managing Biting in Toddlers

Biting is a common phase in toddler development and often raises questions from parents. We understand the concerns and are here to support both children and parents through this phase.

### *Why Do Toddlers Bite?*

**Exploration:** Toddlers use their mouths to explore the world, often putting objects in their mouths as a way to learn.

**Communication:** Lacking vocabulary, toddlers might bite to express needs or emotions, such as wanting a toy or feeling discomfort.

**Physical Discomfort:** Teething or other physical discomforts, like a stuffy nose, can lead to biting for relief.

**Lack of Spatial Awareness:** Young children may not yet understand personal space, leading to unintentional biting.

**Social Interaction:** Biting can occur during interactions with friends, especially if they want something or are mimicking a hug.

### ***Our Approach to Managing Biting***

**Immediate Response:** We first attend to the child who was bitten, teaching them to say "Stop" if someone is hurting them.

**Positive Reinforcement and Vocabulary Building:** We help children develop vocabulary to express themselves, teaching words like "Stop," "My turn," "Help," and "No."

### ***Preventive Measures & Activities***

**Crunchy Snacks:** Providing mid-morning snacks like Cheerios or Goldfish to satisfy the need to chew.

**Sensory Activities:** Increasing sensory play with water, bubbles, and sensory bins to engage children and reduce biting.

**Physical Activity:** Offering gym-like activities in the hallway and outdoor play to expend energy.

### ***Targeted Interventions***

**30-Minute Action Plan:** Teachers shadow a child showing a biting pattern, providing close supervision to break the cycle.

**Classroom Division:** Splitting the classroom into smaller groups to reduce crowding and conflicts.

**Classroom Change:** If space allows, we have the option of rotating the child that is biting into another room.

**Monitoring and Communication:** We track incidents of biting and provide accident reports to parents. If a pattern emerges, we meet with teachers and parents to adjust strategies.

**Reassurance for Parents:** Biting is a temporary phase that most children outgrow quickly. Our teachers are vigilant and proactive in guiding children through this developmental stage. If your child bites or is bitten, rest assured that we are taking steps to manage the situation and keep you informed.

## **Summer Camp Themes at the Rec Center Location**

We transform summer into an exciting and enriching camp experience for our children. Each week features a unique theme, ensuring a summer full of fun, learning, and memorable adventures. Field trips are for children who have just completed Kindergarten – 4<sup>th</sup> Grade.

### ***Weekly Camp Themes***

**Variety of Themes:** Each week, children will engage in activities centered around a different theme, such as "Hollywood Week" or "Color Explosion Week." These themes inspire games, activities, and challenges similar to those found at traditional summer camps.

**Parental Involvement:** Most activities require minimal involvement from parents. However, some themes may require specific items, like a white shirt for a color run. We will notify you in advance of any special requirements.

**Summer Schedule:** At the start of summer, you will receive a complete schedule outlining all planned activities and themes, helping you prepare for the fun ahead.

## Field Trips

**Regular Outings:** School-age children will go on up to 2 field trips a week. These outings are designed to complement the weekly themes and provide additional learning opportunities.

**Fees and Payments:** Some field trips may incur additional fees, while others are free. Parents are responsible for covering any extra costs, which will be added to your tuition at the end of the week if your child attends.

**Scheduling and Logistics:** You will receive a calendar detailing the field trips, including pick-up and drop-off times. If your child misses the bus, you have the option to meet us at the field trip location.

**Group Organization:** Children are grouped by grade for field trips. All grouping is done by the grade the children just finished. To be on a first grade field trip, they must have completed first grade.

By offering diverse themes and exciting field trips, we aim to provide a summer filled with joy and exploration. If you have any questions or need further information, please feel free to contact us.

## Field Trips for School Age Kids

We believe that summer is a time for exploration and adventure, especially for our older children who have completed Kindergarten and above. Field trips provide an opportunity for learning and fun beyond the classroom. We are committed to ensuring these experiences are both enjoyable and safe.

### Summer Field Trip Program




**Field Trip Calendar & Planning:** Each year, the Recreation Center provides a summer events calendar detailing the field trips planned for the season. Parents will receive this calendar in advance to stay informed about the destinations and activities.

### Field Trip Safety Protocols

**Supervision:** A director or onsite supervisor will accompany all field trips to oversee safety and ensure smooth operations. We will send one or two extra counselors to attend all field trips.

**Name to Face is conducted multiple times**

- On the bus before departure.
- After disembarking the bus.
- Several times during the event.
- Before boarding the bus to return.
- Once seated on the bus.
- Upon arrival back at the center.

JUNE 2021						
Theme	Monday	Tuesday	Wednesday	Thursday	Friday	Field Trip Cost
<b>Week 1</b> Summer Bucket List 	31 <b>Closed - Memorial Day</b>	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 <b>Bowling K-1</b> 1:1pm - R 3:30	4 Donut Eating Contest Glow in the dark: basketball game Sand castle building contests <b>Bowling 2-5th</b> 1:1pm - R 3:30	k-1st \$8.00 2nd-5th \$8.00
<b>Week 2</b> 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 popicles 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
<b>Week 3</b> Treasure Island 	14 Walk the plank: Create a treasure map Tug of War	15 Go on a treasure hunt Stomp the deck (balloons) <b>Zoo K-1</b> 1:10:00 - R 2:30 Picnic Lunch @ Zoo	16 Make tin foil boats Activities Water Games K-1 <b>Nowalk Pool</b> 2nd-5th 1:20:00-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
<b>Week 4</b> Down on the farm  *Bring a white shirt for next week's tie dye	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 Lifelike Pac Man Game in Grass	23 <b>Howells Pumpkin Patch</b> (2-5th) 1:10:40 - 2:30 (K-1st) 1:10:30 - R 3:30 Picnic Lunch @ Howells	24 Human Ring Toss Cheerio Head Game Football Toss Game Warm 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
<b>Week 5</b> Camping 	28 Outdoor Scavenger hunt Large Jenga	29 <b>Tie Dye 4th of July Shirts -</b> <b>Wear old clothes</b> 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

**Caboose Role:** A designated staff member acts as the "caboose," ensuring they are the last to exit the bus. They confirm with the director that no children are left behind before the bus departs.

**Behavior Management:** If a child misbehaves during a field trip, they may be excluded from the next trip to prioritize their safety and the safety of others. Our goal is to create a fun and secure environment for all participants.

## Field Trip Policy for Pre-K Students

We believe in providing enriching experiences for our Pre-K students through carefully planned field trips. These outings are designed to enhance learning and provide opportunities for social interaction in a safe and familiar environment.

**Pre-K Field Trip Destinations:** During the school year, Pre-K field trips are limited to the Norwalk area to ensure safety and convenience. Both centers participate in a Trick or Treating Event at a local nursing home. ELC students will visit the REC center multiple times annually to familiarize themselves with the facilities and activities, easing their transition to kindergarten.

### *Safety & Supervision*

**Director & Staff Participation:** A director or onsite supervisor will accompany all Pre-K field trips, along with additional staff members above the required ratio to ensure adequate supervision.

### *Name to Face is conducted multiple times*

- On the bus before departure.
- After disembarking the bus.
- Several times during the event.
- Before boarding the bus to return.
- Once seated on the bus.
- Upon arrival back at the center.

**Pre-K Field Trip Parental Involvement:** Parents will be informed in advance about upcoming field trips, including dates, destinations, and any special requirements. Written consent from parents is required for their child to participate in field trips. You will get a permission slip to fill out at the beginning of the school year.

**Pre-K Field Trip Behavior Expectations:** Children are expected to follow instructions and exhibit respectful behavior during field trips. Any behavioral issues will be addressed promptly to ensure the safety and enjoyment of all participants.

By adhering to these guidelines, we aim to provide safe, enjoyable, and educational field trip experiences for our Pre-K students. If you have any questions or concerns about our field trip policy, please feel free to contact us.

## School Age Bus Policy for the Crayons 2 Pencils Bus

Ensuring the safety and well-being of all children during transportation is a high priority at Crayons 2 Pencils. Our bus policy outlines the guidelines and procedures to maintain a secure and pleasant experience for everyone involved.

**Eligibility:** Only children enrolled in C2P programs are eligible to ride the bus. Parents must provide written consent for their child to participate in bus transportation. When you fill out your enrollment form, you give permission for your school age child to ride the C2P bus.

**Pickup and Drop-off:** Parents will be informed of the pickup and drop-off times and locations. It is essential to arrive on time to ensure a smooth schedule.

#### **Morning Bus - School year**

- Doors to the Rec center open at 7 AM.
- We load the bus by 7:20.
- Breakfast is not served at C2P however, they are at school earlier enough to eat breakfast at school.
- If a child misses the bus, parents are responsible for transporting their child to school.
- Only a handful of students come in morning. Elementary school doors open at 7:30.

#### **Afternoon Bus - School Year**

- We send up to 3 counselors to Oviatt and Orchard Hills to do attendance and wait with the students in the bus line.
- We will pick up students at Oviatt first and drop them off at the Rec center, where they will have snack.
- We then pick up the students at Orchard Hills and drop them off at the Rec center, where they will have snack.

**Monthly Bus Fees:** Each month our school age children will have a bus fee that they pay. The amount may vary by year. You can find it in your enrollment packet. The bus fees will be added to weekly tuition at the beginning of the month.

**Behavior Expectations:** Children must remain seated at all times during the trip. Respectful behavior is expected towards peers, staff, and the bus driver. Disruptive behavior may result in temporary suspension from bus privileges. If a child consistently misbehaves, parents will be notified, and a meeting may be arranged to discuss appropriate actions.

**Emergency Procedures:** In the event of an emergency, staff will follow established protocols to ensure the safety of all passengers. Parents will be notified as soon as possible.

**Communication:** Parents will receive updates regarding any changes to the bus schedule or procedures. Please ensure that your contact information is current and accurate.