

PARENT HANDBOOK



CHILDCARE

“Every day is a good day.”

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This handbook is intended to familiarize parents with current 2 For U Childcare policy, practices and standards. An electronic version (PDF) of the handbook is available on our website at www.2foruchildcare.com. A print copy of the handbook is available upon request. 2 For U reserves the right to revise its policies, practices and standards as deemed appropriate by the Director. Parents will be notified of updates to the staff handbook as they occur.

OUR PURPOSE

2 For U Childcare is dedicated to honesty, open communication, and the best care and education possible for all children enrolled in our center. We want everyone to be informed of all policies and additional important information at all times! We strive to serve your family, as well as your children, with our top of the line educated staff and promote learning through developmentally appropriate activities in a quality, low stress, safe, and inclusive environment. Our mission is achieved through a strong commitment to four intrinsic values: Trust, Integrity, Partnership, and Success.

CURRICULUM/EDUCATION

2 For U uses the curriculum *Read It Once Again*. *Read It Once Again* is an early childhood comprehensive curriculum that uses familiar children's literatures to provide a solid educational foundation of the basic skills necessary for children to be successful in kindergarten. Our curriculum consists of Level 1 and Level 2 units. *Read It Once Again* Level 1 units systematically include activities that provide explicit instruction on the most basic foundational skills. They include activities for the common domains of speech/language, cognitive, gross motor, fine motor, daily living skills, and socialization. The comprehensive curriculum consists of several different Level 1 units, each based on familiar children's literature and 2 units of implementation per month. *Read It Once Again* Level 2 units concentrate on higher level of foundational skills and are based on the same familiar stories used with our Level 1 units. Each Level 2 unit includes activities for phonemic awareness, math, science, creative writing and social studies. *Read It Once Again* Level 1 and Level 2 units provide the educator with student goals and objectives based on developmental milestones with structure and rationale. The comprehensive curriculum includes detailed lesson plans, opportunities for individualization, and on-going progress monitoring. The curriculum also provides a structure for engaging the parent/guardian in the educational process and fosters the communication process between the home and school.

THE STAFF

Our teachers are specifically chosen for their interest and dedication to provide quality care, nurturing and passion to teach young children. Each member of our staff has education, training, and/or experience in Early Childhood Education and meets the qualifications set by the State of Iowa and Department of Human Services. Staff must pass thorough criminal and child abuse record checks, references check, and health examination. All staff complete an orientation and 2 For U training program. We believe that learning is a lifelong process, for children as well as adults. Our teachers are offered continual opportunities throughout their employment to further their education and improve their skills.

PARENT PARTICIPATION

Parents are welcome to visit at any time. Parent participation is strongly encouraged unless limited by court order. Although we always appreciate volunteers, you must have a Criminal and DCI Background check at your expense to have contact with any child other than your own. Relatives and friends who are allowed to visit your child or volunteer must remain in vision and earshot of the staff at all times unless they have had the above-mentioned background checks.

CLASS NAMES

Ankeny

6 weeks -2 years (rooms are divided by age and mobility):

Tiny Tigers	Movin' Monkeys
Busy Bears	Goofy Gorillas
Itsy Bitsy Spiders	Energetic Elephants
Crusin' Camels	

2-3 years:

Hungry Hippos	Adventurous Alligator
Zippin' Zebras	

3-4 years:

Jumpin' Jaguars
Groovin' Giraffes

4-5 years: Creative Crocodiles

5 years/Pre-K: Leapin' Leopards

School Age: King Kangaroos

West Des Moines

6 weeks- 2 years: (rooms are divided by age and mobility)

Goofy Gorillas	Movin' Monkeys
Energetic Elephants	Itsy Bitsy Spiders
Hungry Hippos	Loungin' Lions
Groovin' Giraffes	Cruisin' Camels
Busy Bears	Adventurous Alligators
Tiny Tigers	

2-3 years:

Flyin' Flamingos	Leapin' Leopards
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3-4 years:

Zippin' Zebras Chatterin' Cheetas

4-5 years:

Creative Crocodiles Jumpin' Jaguars

4-5 years (Pre-k): Giant Gorillas

4-5 years (Early Learners): King Kangaroos

Children are divided into classes by age, developmental ability and space available. The Director, Owner and appropriate staff make this determination.

BUSINESS HOURS

The Centers are open from 6:30a.m. to 6p.m. Monday through Friday. At no time may children be in the center prior to opening at 6:30 a.m. There will be a \$1.00 per minute late fee after and/or before the allocated time agreed to in your contract, that your child(ren) remain at the Center. Please be prepared to pay the appropriate amount in cash at the time you pick up your child(ren). If you know you may pick up late, it is your responsibility to have an emergency backup plan for someone to come and pick up the child(ren) before 6 p.m. While we appreciate a phone call when you know you are going to be late, the appropriate fees will be assessed.

REGISTRATION FEE

There is a non-refundable \$75.00 registration fee per child. Anytime a child is withdrawn from our program for more than one week, re-registration fee will be required.

For enrollment fees to reserve a spot for longer than 3 months, one week's tuition is due (\$50 will be applied to first week's tuition if child starts within 14-day grace period). For infants, a start date is projected, and a 30-day grace period is given. If the start date goes beyond the 30-days or changes to an extended period of time, 50% of the weekly tuition will be due to hold the spot. We will attempt to contact you twice a week, upon start date. If we have no communication from you after 3 attempts, we will assume plans have changed and remove you from the enrollment list. Communication from you is crucial as start dates near and there is important information that we will need to hold the spot.

*School age summer program enrollment fee: \$200 to reserve your child's spot. We have very limited spots, so we start enrollment early in the year to be prepared. \$50 of this does go to your child's first week of summer tuition.

PAYMENT OF TUITION

Tuition is due (or withdrawn) on Monday for the current week's attendance. We will accept payment of tuition by direct withdrawal (checking or savings), check, or cash. A \$20.00 per day late fee (for cash and check payers) will be added to your account and due on Friday of that week or \$25.00 per day for insufficient funds. If paying cash, payment is still due upon agreed arrangements and late fees will apply. If payment is not received at designated time, your child will not be allowed to return until payment is made. You may pay your child's tuition in advance at any time. **Prices subject to change.** You will be notified of this change 30 days prior.

We understand that occasionally there are extenuating circumstances that may make it difficult to pay your child's tuition. If this occurs, please let us know and we will be happy to help you try and work through it, however, late fees will still apply.

Receipts are available online at TuitionExpress.com (talk to management to get specific instructions) or they can be emailed.

A two-week written/emailed notice is required when withdrawing your child from 2 For U Childcare. All accounts that remain unpaid after your child is no longer enrolled are subject to a \$25.00 late fee each week until balance is paid in full. Delinquent accounts unpaid after 30 days will be placed with a Collection Agency and assessed an additional \$30.00 collection fee recovery.

Extended Absences

Events that would qualify include: Summer break for teacher's kids, maternity leave, or an illness or death in the family. In the event that an extended absence is needed, to return to the program after a period of time (maximum of 8 weeks), a fee of 65% weekly tuition must be paid each week the child is absent to secure their spot. More than two consecutive weeks of non-payment and no contact with the Director will result in termination of enrollment. If possible, notify the Director at least 30 days before an extended absence. If you choose to take advantage of an extended absence, you forfeit your annual week of vacation.

VACATION DAYS & HOLIDAYS

We will be closed on the following National Holidays:

New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve and Christmas Day. If a holiday falls on a weekend, we will be closed either Friday or Monday. For example, if a holiday falls on a Saturday, we will be closed Friday and if a holiday falls on a Sunday, we will be closed Monday. Director will notify you of these changes/decisions. This can also happen during the week if a holiday falls Mon-Fri.

There will be no reduction in tuition for any of these holidays.

After your child(ren) have been enrolled for 90 days, you will be granted one week/child (consecutive days) off for vacation, and tuition will not be due, **FOR FULL TIME CHILDREN ONLY** (School age children attending part time or children attending less than all 5 days of the week, do NOT qualify for vacation time). You are granted ONE week per calendar year, this does not carry over if it is not used.

**Children who switch to part time attendance at any time during the year (summer break, maternity leave, etc.), also do not qualify for vacation time.

Weather related: Tuition is not reduced for absent days or Center closings due to extreme weather conditions. The Center will make every effort to remain open during inclement weather. However, we use the Ankeny/West Des Moines school district judgement, as a reference, for weather related closings and delays. We trust that the school districts will make the best decision for the families and their children. We will post closings/delays on our website, Facebook, Seesaw and KCCI. We will always notify you (via email or phone call) if a change is going to be made. If you do not hear from us, we will remain open and business hours will be normal.

If we are going to be closed or closing early, you WILL be notified.

PERSONAL ITEMS

Each child is required to bring a light blanket (a beach towel is a good size) for rest time and a complete set of clothes. Parents of infants will need to provide formula/breast milk bottles each day, baby food, diapers, wet wipes, diaper creams and a change of clothing. Due to Sudden Infant Death prevention practices, no blankets (sleep sacks are ok), no lovey's, tag blankets, or bumper pads will be allowed in cribs with young infants. All infant items will be kept at the Center. If it is necessary for your child to change clothes during the day, please take the soiled clothes home and bring another set of clean clothes to be left here.

Although we cannot be responsible for lost items, it is a good idea to mark all clothes, blankets, gloves, hats, coats, toys, etc. If something is missing, please check with your child's teacher or the lost and found boxes.

TRANSPORTATION

Fieldtrips: 2 For U Childcare will provide transportation for Center field trips and Center sponsored activities. Parents will be notified at least a week before in case there are any additional charges. Parent permission forms will be sent home with your child in this occurrence and will need to be returned for your child to participate. If your child is attending Kindergarten the following school year, they qualify to attend field trips.

School: 2 For U Childcare provides transportation to schools on our pre-determined route. See director for the selected schools. This pertains to our Ankeny location only.

It is our policy to have all children secured by seat belts. Children under 6 years of age must use booster seats unless they are transported by bus. Parent permission forms will be sent home with your child in this occurrence.

DISCIPLINARY POLICY

At 2 For U Childcare, our first concern is the safety and welfare of the children. Self-control and self-discipline must be encouraged. Clear, consistent, and reasonable limits are set to protect children, staff and the environment. Children are encouraged to engage in problem solving to the extent possible.

Discipline should include positive guidance, redirection, and the setting of clear-cut limits that assist the child in developing socially acceptable, behavioral, and emotional controls. The goal of discipline is to help children develop self-discipline, not to adhere to a rigid set of rules, and help them establish responsibilities for their actions. Discipline practices should be consistent, a logical consequence to the action of the child, and appropriate to the age and circumstances of the child.

The Center shall not use as a form of discipline:

- Corporal punishments including spanking, shaking, and slapping.
- Punishment which is humiliating or frightening, or which causes pain or discomfort to the child. Children shall never be locked in a room. Mechanical restraints shall never be used as a form of discipline. When restraints are part of a treatment plan for a child with a disability authorized by the parent and a psychologist or psychiatrist, staff shall receive training on the safe and appropriate use of the restraint.
- Punishment or threat of punishment associated with a child's illness, lack of progress in toilet training, or in connection with food or rest.
- No child shall be subjected to verbal abuse, threats, or derogatory remarks about the child or child's family.

CHILD DROP OFF & PICK UP

Upon arrival, all children must be dressed in comfortable clothing and prepared to begin their day. It is required that all children be brought inside the Center, checked in at the front desk computer and taken to their classroom. Parents will use a 4-digit code, registered with our security system, in order to access the building. This is all done for maximum security and safety of all children. Please notify us by 8:00 a.m. if your child will not be at the Center. A phone call or note is necessary if someone other than the authorized person will be picking up your child. Please be sure that the person that has been asked to pick up is prepared to show picture ID to our staff. All authorized pick-up persons will be allowed to sign accident – incident forms as well as take any notes and/or information sent home to parents.

MEALS

All meals are nutritious and follow the Child and Adult Care Food Program Guidelines (CACFP). Children under the age of 2 years are served whole milk, unless notified differently from parent or doctor (with doctor's note). Everyone else is served 1%. Any special medical, allergy or religious dietary needs must be specified in writing. Please do not allow your child to bring drinks, breakfast or lunch from home to eat here unless you provide enough for his/her entire class (or if given permission by director, form MUST be filled out for us to serve anything from outside the center). You are welcome to send treats for snack to celebrate a birthday or other special occasion. We ask they be prepared and not homemade (unless given permission by director). We are a nut-free center and will not tolerate anything containing peanuts, tree nuts, etc. to be brought into the center at any time. If bringing treats or snacks in, please read the label and make sure it is safe to bring. If you have any questions or concerns, please talk with the director.

Parents of infants and toddlers will need to provide prepared bottles of formula/breast milk or milk to allow one for each feeding for the day (no frozen breast milk allowed). Once bottles are heated and attempted for mealtime, we will keep left over milk for one hour. At that time, we will dispose of it or refrigerate, depending what your preference is, but we will not reuse it. All special foods (baby or junior food, cereal, etc.) must also be provided until your child is able to eat all foods as we prepare them. If the doctor has prescribed a special formula due to feeding problems, a written note from the doctor must be provided for the child's file. We will send all bottles home daily for parents to clean and return prepared the next day to eliminate germs, prevent confusion and increase organization.

ETHICAL CONDUCT

As childcare professionals, it is important that we treat parents and children with respect and in turn it is our hope to be treated with the same mutual respect. Keep in mind it is our first and foremost goal to provide the best quality care for your child(ren). We do not intentionally break state rules and regulations. We try to adhere to the highest standards and always maintain state ratios. However, things happen. Accidents occur. Problems arise. When dealing with difficult situations concerning your child(ren) please remember yelling and talking to staff in a demeaning fashion will not solve anything. Swearing to staff and around children will not be tolerated. Please remain calm and help us resolve any, and all, conflicts professionally. Intimidation and derogatory comments are not effective means of communication.

Remember TRUST and COMMUNICATION are vital to quality childcare. Please do not jeopardize your child's placement with unethical behavior.

Our staff are hired and trained strictly under 2 For U Childcare policies and procedures, which also requires them to sign a Non-Compete agreement. This also allows zero tolerance for solicitation and appropriate legal action will be taken when needed.

STAFF/FAMILY ETHICAL POLICY

The undersigned party agrees that it will do nothing to interfere with the employment of the staff of 2 For U Childcare. This includes any solicitation for private employment or employment in any capacity in the childcare field within 50 miles of any 2 For U Childcare center. The undersigned party agrees that if it attempts to hire or solicit a current 2 For U Childcare employee for employment purposes that the party will have caused irreparable harm to 2 For U Childcare and that injunctive relief shall be available to 2 For U Childcare to restrain any further breach, in addition to any other remedies at law, including but not limited to \$2,000.00 in consequential damages and reasonable attorney costs and fee necessary for 2 For U Childcare to enforce this agreement.

MANDATORY REPORTERS

All staff are required by the State of Iowa to be trained as Mandatory Child Abuse Reporters. In the event negligence, physical or verbal child abuse is suspected, staff members are obligated to report this information to Child Protective Services for further evaluation. It is not our place to determine whether abuse has taken place, it is only necessary for us to suspect it. This information is documented and confidential

REST PERIOD/NAP TIMES

Most toddlers and preschool children in all-day care benefit from a scheduled period of rest. Infants will nap on an as needed basis. Other children are provided with a scheduled rest period. This may take form in actual napping, a quiet time or a change in pace between activities. Although not all children require a nap, as children grow and engage in more activities, they may require sleep. If a child falls asleep during their quiet time, we will allow the child to lay on a cot and nap. Once children have awoken on their own, they will be given quiet activities to do while their peers finish their rest time.

INFANTS SLEEPING POLICY

Providing infants with a safe place to grow and learn is very important. For this reason, 2 For U Childcare has created a policy on safe sleep practices for infants up to 1-year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of Sudden Infant Death Syndrome (SIDS). SIDS is “the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation.” The staff, substitute staff, and volunteers at 2 For U Childcare follow the AAP safe sleep policy.

Sleep Position:

- Infants will be placed flat on their backs to sleep every time unless there is a physician, practitioner or clinician signed sleep position medical waiver up to date on file. In the case of a waiver, a waiver notice will be posted at the infant’s crib without identifying medical information. The waiver must include the reason for waiver, instructions for correct position and expiration of waiver. The full waiver will be kept in the infant’s file
- Infants will not be placed on their side for sleep.
- Infants will not be placed to sleep in any bouncy seats, swings or on other soft material.
- Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS. (unless specified by doctor)
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in should it fall out once they fall asleep.
- Pacifiers will be cleaned between each use, checked for tears, and will not be coated with any solution.
- Parents are asked to provide replacement pacifiers on a regular basis.
- While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in whatever position they prefer to sleep.

Sleep Environment:

- No blankets will be used in cribs of children younger than one year of age. Sleep clothing, such as sleepers, sleep sacks, and wearable blankets (must have a closure), may be used as alternative to blankets, but arms must be left out. Swaddling a child or placing them in the swaddling blankets will not be allowed.

Communication Plan for Staff and Parents:

Parents will review this policy when they enroll their child in 2 For U Childcare. Parents are asked to follow this same policy when the infant is at home. These policies will be posted in prominent places. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in childcare as well as other program health and safety practices will be shared if any changes are made. A copy will also be provided in the staff handbook.

HEALTH & SAFETY POLICIES

In order to keep our children and staff as healthy as possible, we ask that you do not bring your child if he/she is ill. If your child becomes ill during the day, you will be notified. You will be required to pick up your child immediately (within one hour) after contact. It is advised that you have a pre-arranged “emergency person” in the event that you are unable to come.

The day your child(ren) receives shots, please be mindful of their symptoms as some have different reactions. If they are struggling, in pain/discomfort or come down with a fever we will notify you to pick them up.

If your child has been ill, he/she should be free of fever, vomiting and diarrhea for 24 hours before returning to the center. A child who does not appear to be fully recovered will not be readmitted to the program unless there is a statement by an attending physician that the child can return and participate in activities. If the child has recurring symptoms, you will again be required to have someone pick him/her up immediately. We are sorry for the inconvenience, but this is necessary for the sake of the other children and our staff. We are not able to provide one on one care and need to do what is best to stop the potential spread of an illness to other children.

Parents will be notified if children have been exposed to a communicable disease within the community.

Upon enrollment and annually thereafter, parents are required to complete an “Emergency Medical Authorization” form, which allows Center Staff to seek medical attention for your child in your absence.

Immediate treatment will be obtained for minor injuries (scrapes, scratches, insect bites, etc.). Parents will be contacted only if the injury requires further attention. An “Accident/Incident” form will be completed describing the injury and will state the action taken by our Staff. If a life-threatening injury occurs, the Staff will activate emergency procedures, contact 9-1-1 immediately and proceed according to their instructions. If the injury required immediate and medical attention, the child will be transported by EMS to the hospital and then the parents will be contacted. Treatment will not be delayed while trying to locate parents. 2 For U Childcare adheres to Universal Precautions according to State guidelines in all first aid situations.

Exclusion Criteria: We have adopted the American Academy of Pediatrics recommendations for excluding children from the childcare setting:

- Illness that prevents the child from comfortably participating in our programs’ activities.
- Illness that results in greater need for care than the staff can provide without compromising the health and safety of the other children.
- Fever, lethargy, irritability, persistent crying, difficulty breathing, or manifestations of possible severe illness.
- Diarrhea or stools that contain blood or diarrhea that cannot be contained in the diaper or pull-up/underwear. 3 or more loose stools within one hour.
- Ecoli-0157:H7 or Shigella infection, until diarrhea resolves, and two stool cultures are negative for these organisms.
- Vomiting, unless vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration. More than one time in an hour.

- Mouth sores associated with drooling, unless the child's physician or local health department authority states that a child is noninfectious.
- Rash with fever or behavior change, until a physician has determined that the illness is not a communicable disease. (Ex-Hand Foot Mouth)
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye), until examined by a physician and approved for readmission, with treatment (24 hours after the start of medication).
- Tuberculosis, until the child's physician or local health department authority states that the child is noninfectious.
- Impetigo, until 24 hours after treatment has been initiated.
- Scabies, until after treatment has been given.
- Varicella (chickpox), until all lesions have dried and crusted (typically after 6 days).
- Pertussis (whooping cough), until 5 days of appropriate antibiotic therapy (which is to be given for a total of 14 days) have been completed.
- Mumps, until 9 days after onset of parotid gland swelling.
- Measles, until 4 days after the onset of the rash.
- Hepatitis A Virus (HAV) infection, until 1 week after the onset of illness or jaundice (if symptoms are mild).
- Uncontrollable coughing, runny nose with snot that is not clear in color.
- Head Lice. Child will be sent home that day and can return after 1 treatment and/or no active lice found. Child will be examined upon returning.
 - COVID related symptoms: If you are exposed within 2 For U, a quarantine schedule will be mandated to follow, and tuition will be reduced. If you or your child is exposed outside of 2 For U, quarantine will still be followed but tuition will remain the same. See CDC guidelines for current symptoms to watch for and quarantine guidelines.

It is very important that you fill out your child's form Medication Authorization form COMPLETELY for us to give medications safely, accurately and in compliance with STATE REGULATIONS.

1. Please give morning/evening dose of medication before or after your child attends the center. Only medications with a dosage schedule that cannot be adjusted for daycare hours should be administered during the day.
2. ALL medications should be brought to the office by an adult. Prescription medication must be in the child's name and in its original bottle. A pharmacist will, for a nominal fee, provide parents with a separately labeled, small, empty bottle in which to send the child's daily dosage.
3. We will NOT administer medication without a doctor's note. Doctor's notes are good for 2 weeks unless dated differently by them.
4. We are not able to pass sunscreen, lotion or lip balms without parental consent. Diaper creams can be applied for four days (no homemade creams allowed), after which, a physician's order is necessary because there may be an underlying medical condition.
5. We will not exceed the dosage or pass medication past the expiration date.
6. Please be sure to fill out the form completely. Without proper authorization and information, we will not be able to administer medication until we reach a parent by phone. We must have the child's first and last names, exact time medication is to be given; we can't give on an as needed basis.

PHYSICALS & IMMUNIZATIONS

The state requires that each child enrolled in a childcare/preschool setting maintain current physical and immunization information, on a yearly basis. Specific health requirements may be obtained through our office. Whenever physicals and immunizations are scheduled, please pick up your records from the office and see that they are signed, dated, properly authorized and returned to 2 For U Childcare immediately. Failure to meet these requirements will place your child's position at 2 For U Childcare in jeopardy.

OUTSIDE TIME

We attempt to give the children outside time twice a day. Our goal is to give the children at least 60 minutes of active play each day. We make every effort to go outside unless the weather does not permit it. Your child should be prepared to go out each day. Please bring boots, hats, mittens, etc, for cold weather with their initials on them. During the other seasons, they should wear comfortable shoes (flip flops not advised). Please send jackets or sweatshirts for those chilly mornings that turn into warm afternoons. We will go out when the weather is 32 degrees or higher in the winter. Adjustments will be made to the amount of time spent outside according to the heat or cold. (We follow the Safe Weather Chart, that can be found at <https://www.umass.edu/ofr/pdfs/weatherwatch.pdf>, when making the decision as to if it is safe for children to go outside for the day.

If your child is too ill to participate in outdoor activities, they should be kept at home. Please remember we don't provide one on one care and are not able to keep the entire class in for one child. We appreciate your cooperation concerning this matter.

Safe Shoe Policy: children will need "safe shoes" to participate in outdoor activities. This excludes any type of flip flops or open toed shoes that allow a child to fall, trip or become injured while playing outdoors. We want to keep toes, feet and ankles as safe as possible while getting the most out of our Large Motor time! If your child must wear open-toe shoes, please bring an extra pair for outside time.

PICTURES/SEESAW

It's always fun to capture the moment when participating during parties, program time and special events. We believe that this is important in showing different stages in development as well as capturing the fun aspect. We, as a Center, will take photographs throughout the day but will never post them anywhere on the internet, unless okayed with parent, and will only be used on your child's personal Seesaw account or the center Facebook account. They are not visible to the general public. We use them in documenting (some will possibly be posted throughout the room or entry by the end of the week) but will not be used for any other reasons. If you are not okay with this, please let us know ahead of time. Your Seesaw account will be provided upon enrollment.

BITING POLICY

Biting is a concern for all parents. No one hopes their child will bite or wants their child to be bitten. Biting isn't acceptable, but it is a common stage for many children ages 1-3.

It is important to think positively of children who bite. Biting is a form of communication, as biting is almost always a response to the child's needs or coping with a challenge or stressor. We will avoid labeling a child as a "biter" for we do not want to harm the child's self-esteem and intensify biting behaviors.

There are confidentially laws that protect the names of the biter. We cannot disclose any information about the biter to the parents of the child who was bitten. This includes health information. The following steps will be taken if a child develops a biting pattern:

- All staff are aware of what child is biting. Staff should keep their feelings in check and not express frustration or anger to the child who bit and remove them from the situation.
- Staff should (in a firm calm voice) address the child that bit in a short, simple and clear way.
- Accident and Incident reports will be written for any bite that is observed. A report will be given to the parents of the child who was bitten which requires a signature and to be returned to staff. You may request a copy if you would like.
- The staff will document the incident on a "Bite Form" which includes, date, who bit, who was bitten, events leading up to the bite and time. This information is confidential and will not be shown to parents or posted where parents can read it. (Stored in child's file who bit).
- All bites will be cleaned with soap and water. If a bite draws blood and the parents of the biter/victim have health concerns, it is the responsibility of the parents to take their child to a health care provider. If test results state that there has been a disease/infection transmitted, the parents need to inform the director, so they can inform the parents of the children involved.
- If a child is frequently biting, we will evaluate the environment/situation. What triggers the biting? (Tired, hungry, bored, frustrated, fighting over a toy). We will evaluate each bite on an individual basis. Other considerations are: Where and when does the biting occur? Does the biting occur at home? May have to meet with the family to collect information about the child's behavior at home.
- If a child is biting frequently then the teacher or director will talk to the parent(s) of the biter and suggest that a "plan" is developed to try and stop the biting. The plan must follow all State Regulations, be placed in writing and signed by the parent(s).
- If a parent refuses to see that there is a problem and will not help come up with a "plan" the parent may be told their childcare may be suspended until the biting stops or indefinitely.

2 For U Childcare will make every effort to work with the parents when biting occurs. The safety and well-being of each child enrolled in our facility is our number one priority.

I/we have read and understand all policies. We will abide to them at all times.

Parent signature

Date

Parent signature

Date

Director

Date