



## Parent Handbook

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## ABOUT US...

### OUR PROGRAM, OUR TEAM, OUR STAFF

**OUR PROGRAM:** IMPACT Tallahassee (IMPACT) utilizes a team-based approach to programming and care. Children are immersed in daily adventures of hands-on learning experiences and opportunities that foster each child's optimum participation and social, emotional and developmental growth. We use Florida's Developmental Checklist Standards for Birth to 4, Teaching Strategies Gold (TSG) Objectives for Development and Learning (ODLs), and VPK standards to govern and guide our instruction within the Beyond Centers and Circle Time (BCCT), Creative Curriculum and Conscious Discipline framework.

**OUR TEAM:** IMPACT has created an instructional team of highly qualified caregivers and staff that consist of the Director, Assistant Director, Lead Teachers, Assistants, Therapists, Volunteers and Families. Our team is trained on aspects regarding curriculum implementation, team approach instruction and services, social/emotional development and regulation, behavior modification strategies, home/school communication and overall best practices of childcare programming and responsive caregiving.

**OUR STAFF:** IMPACT staff has been carefully selected based on credentials, training, skills, expertise and experience in the field of Early Education & Care.

### THERAPY SERVICES

As part of our inclusive school model, IMPACT strives to fulfill our commitment to meet each child's specific needs educationally as well as developmentally. We work to bring these vitally important components together in one place by offering one on one therapy services. We offer occupational, physical, speech, music therapy, and behavioral therapy services.

## ADMISSIONS/ENROLLMENT

### TOURS/ADMISSIONS

IMPACT Tallahassee (IMPACT) is a program that seeks to serve all families in need of quality early education services. We recommend and encourage any family that is in need of an individually tailored educational experience for their child/children to contact our Center Director or Assistant Director at (850) 325-6301 to schedule a tour of our facility. At the time of the tour, families will be given a personalized walk-thru of the facility and have the opportunity to have all questions and/or concerns addressed. An enrollment packet will be provided to be completed for registration.

### ENROLLMENT/REGISTRATION

**REGISTRATION FEES:** The registration fee of \$150.00 is due at the time of enrollment (VPK only exempt). There is a 50% registration fee discount for siblings. The non-refundable registration fee includes processing of application, insurance, educational materials and supplies.

**INFANT ROOM DEPOSIT:** A \$150.00 registration fee and one-month infant tuition (\$1,020.00) will be due at the time of registration. The non-refundable one-month infant tuition will be applied to your child's first month of attendance. Your initial day of enrollment may not be changed.

**RETURNED CHECK:** In the event of a returned check, a \$35.00 fee will be charged.

**SUPPLY FEE:** The non-refundable Supply fee of \$100.00 is due initially by the first day of attendance. Each year following, the non-refundable Annual Supply Fee is due by September 1st. The supply fee funds consumable supplies used in curriculum implementation.

**FEE INCREASES:** IMPACT Tallahassee will give a minimum of one-month notice for fee increases.

**TUITION & LATE FEES:** Tuition fees must be paid in advance, either weekly or monthly. Fees are due regardless of IMPACT's closings or the child's attendance (sick days, extended vacation, etc.). This is necessary due to fixed costs. Depending on the payment option you selected upon enrollment, late fees will be assessed as follows:

Weekly: Tuition is due *in advance* by Tuesday at 6:00pm. If the full payment is not received by 6:00pm on the Friday prior to the week, a late fee of \$20.00 will be assessed. IMPACT will require a credit card on file to bill in the event payments are not made timely. If payment is not received for two consecutive weeks, the child may not return to IMPACT until all tuition and applicable late fees have been paid in full.

Monthly: Tuition is due in advance, no later than the 31<sup>st</sup> of the preceding month. If unpaid or not paid in full, a late fee of \$30.00 will be assessed after the 4<sup>th</sup> of the month plus \$5.00 for each additional day late after the 5<sup>th</sup>. IMPACT will require a credit card on file to bill in the event payments are not made timely. If fees are not paid by the 5<sup>th</sup>, the child may not return to IMPACT until all tuition and applicable late fees have been paid in full.

## DISMISSAL/WITHDRAWAL

### GROUND FOR DISMISSAL/ADMINISTRATIVE WITHDRAWAL

The following conditions or occurrences may constitute grounds for the immediate termination of the child's enrollment privileges:

- Failure to pay tuition and possible accruing fees in a timely manner.
- Failure to submit required documents by given deadlines (Health & Safety).
- Failure to consistently drop-off and pick-up as required above (Early Drop-Off / Late Pick-Up Fees).
- Any behavior by the parent that is non-supportive, disrespectful and/or threatening to the faculty and staff of IMPACT.

### PARENT/FAMILY WITHDRAWAL

A 30-day written notice is required prior to withdrawal. Parents wishing to withdraw their child, but who fail to provide a 30-day written notice, will be responsible for tuition for the remaining 30 days or any portion thereof.

### EXPULSION POLICY

At IMPACT, we see misbehavior as a call for help. We are committed to providing a safe, nurturing environment conducive for learning and growth for all children. We strive to ensure all our children are set up for success regardless of their need or developmental level.

If a child exhibits behaviors that are harmful to him/herself, staff or other children in our care, we will do the following:

1. Evaluate the situation and inform the family of our observations.
2. Get information about frequency of aggressive behaviors in the home.
3. Meet with the family to discuss strategies to implement in the home and/or services (i.e. occupational therapy, speech therapy or contracted behavioral services) that will support the child and family.
4. Determine a date by which needed interventions will be initiated. Discuss the potential of withdrawal if interventions are not begun by deadline.

On rare occasions, we will work with families to seek the best care for their child if we determine that our program can no longer meet the needs of an individual child.

## CLASSROOMS AND AGING UP

### CLASSROOM CONFIGURATION

The current configuration of the classrooms at IMPACT is as follows:

- Brainiacs (0 – 12 months)
- Explorers (12-24 months)
- Star Pals and Helping Hands (24 - 36 months)
- Bright Bunch and Powerful Peeps (3 years old to 4 years old)
- Pep Squad & Mighty Solvers (4 years old on or before Sept. 1<sup>st</sup> – 5 years old)

We will look at the individual child and his/her developmental progression in addition to classroom availability when determining the best time to move your child up to the next class. Not all children will follow the configuration outlined above.

### SCHOOL-YEAR CLASSROOM TRANSITION

We follow a “school year” classroom transition. Students will move up to the subsequent classroom in August at the beginning of each school year. For example, if a child has a birthday, this does not automatically mean they will move up to the next classroom. If a space is/becomes available, and there is not a waiting list for the specific classroom, we may move a student up mid-year. We will determine the movement by date of birth, developmental milestones met and social/peer groupings that will be most appropriate.

No matter what classroom a student is in, we will provide each student with developmentally appropriate activities and individualized care to maximize each child’s growth. We will push each child and offer age/developmentally appropriate activities that foster pre-academic skills (counting, shape/letter/number recognition, fine motor skills (tracing, cutting, handwriting)), gross motor skills, dramatic play skills, sensory play, and social-emotional regulation and development.

## CLASSROOM RATE CHANGE

The tuition rate is based on a child’s classroom placement. When a student moves to a different classroom, the tuition will be billed accordingly. There may be some situations when IMPACT’s availability does not allow the movement of a child to the next subsequent older age group. If a student is not able to move up due to the child’s developmental level, the rate will be determined by the classroom placement. If a student is not able to move up due to IMPACT’s availability, the tuition rate will be adjusted based on the next appropriate classroom placement. The new rate will be effective the month following your child’s birthday. For school year transitions, the new rate will be effective upon the change.

Monthly / Weekly Tuition Rates as of February 2022					
Brainiacs	Explorers	Star Pals & Helping Hands	Bright Bunch & Powerful Peeps	Mighty Solvers & Pep Squad	VPK Wrap
\$1020 / \$260	\$980 / \$250	\$940 / \$240	\$895 / \$230	\$850 / \$220	\$640 / \$170
<i>*Reserved for children needing smaller class size or more support – the decision for placement in either of these classrooms will be made through dialogue with parents</i>					

## ADDITIONAL CARE

### AFTER-HOURS BABYSITTING

Employees of IMPACT who are requested to provide additional care services outside of the realm of their employment duties are required to obtain approval from the Center Director. Once approval has been obtained, all care and payment arrangements must be arranged directly between the parents and the employee.

### AFTERSCHOOL CARE

IMPACT provides after-school care from 3:00-6:00 daily at 1717 Hermitage Blvd. Suite 103 (excluding stated holidays and Leon County School closings). This program is available for children enrolled in “Impact Academy” (our private school), children enrolled in Leon County Schools, children who are home-schooled, siblings of any children enrolled in our other programs, and any other child/children in need of individually tailored afterschool programming.

### EARLY DROP OFF/LATE PICK UP

IMPACT hours of operation are 7:30am – 6:00pm. Although staff may be present, no one will be available to care for children outside of these operating hours. An administrative fee of \$1.00 per minute past 6:00pm or before 7:30am will be billed to each child’s account.

## AUTHORIZED PERSONS



## RELEASE OF CHILD

IMPACT is only allowed to release child/children to the enrolling parent and/or guardian, or any authorized person listed on the authorization form completed at time of enrollment. This form can be updated or changed at any time. We must receive requests for additional authorized persons in writing. **Updating and maintaining current information and authorizations is the responsibility of the enrolling parent or guardian.** In the event of a change of pick-up venue, illness or injury, or other related emergency situation, the enrolling parent, guardian or authorized person(s) will be contacted.

## RELEASE OF INFORMATION

IMPACT is only allowed to release information about a child/children, their attendance, care and/or services to authorized persons. If a non-custodial parent/guardian requests information they must be listed as an “authorized person to receive information”. **Updating and maintaining current information and authorizations is the responsibility of the enrolling parent or guardian.**

## BIRTHDAYS

Birthday celebrations are acceptable and can be pre-arranged with your child’s teacher. Celebrations will be allowed directly after-lunch or during after-noon snack time. It is the parent’s responsibility to obtain a count of all children in their child’s classroom so that no one is left out. However, if a child in the class has special dietary needs, the center will contact that specific child’s family to request a substitute food item so that the child may still participate in the celebration.

## CHILD ABUSE

All employees of IMPACT are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with s. 39.201 of the Florida Statutes. Professionalism in reporting will always be maintained.

## CHILDREN’S BELONGINGS

### CLOTHING

Each day IMPACT is filled with exciting experiences both indoors and out. Therefore, we ask that your child come to school dressed appropriately for the weather and their play experiences. Comfortable clothing is recommended as well as sturdy closed toed shoes (sneaker-type shoes are preferred). **Each child is required to have at least one set of clothing sent with them daily.** All clothing should be labeled with the child’s name. We are not responsible for unlabeled items of clothing. Parents of Infants, toddlers, or children prone to accidents should send or prepare as many sets as possible of clothes that they feel may be necessary for a full day of care. In the event clothing is soiled, due to accidents or “messy-play” experiences, your child’s clothing will be put into a plastic bag and placed with your child’s take-home belongings. It is also the parent’s responsibility to provide diapers, pull-ups, and wipes.

### TOYS, BOOKS, GAMES, VIDEOS, ETC.

IMPACT discourages extra entertainment items being brought from home unless the items are being brought in for the special purpose of educational enhancement (i.e. items related to the theme), or specially designed day such as “toy day.” In the event items are brought from home to meet the above situations, please be sure the item is labeled with child’s first name and last initial. All items will be available for sharing within the classroom. Caregivers will do their best to safeguard these items but IMPACT cannot accept responsibility for the item being lost or broken during the course of the activity. Please choose these items carefully.

### **TRANSITIONAL ITEMS (BLANKETS, CUPS, PICTURES, ETC.)**

IMPACT encourages the use of transitional items to aid in the transition from home to school and to help with highly stressful situations. If you choose to provide a transitional item for your child, please make sure it is appropriately labeled with your child’s first name and last initial. Also, please inform the teacher of the transitional object and the appropriate times for its use.

### **CLOSURES**

IMPACT is open year-round with a summer camp option also available for students graduating from VPK. Scheduled holiday closings vary between the three facets of IMPACT. The IMPACT holiday closure schedule is outlined below, and specific dates will be provided at time of enrollment. There may be occasions when an unexpected closure is required. Families will be notified of these closures as soon as possible. It is the family’s responsibility to keep updated contact information on file in the event an emergency closure is necessary during the course of a school day. We will alert parents via text or email. For other weather-related closures, we ask that you stay-tuned to local weather stations for reports of Leon County School System closures, as we will most-likely follow in suit with their official decisions regarding weather-related closures. In the event we are closed for any of the above-mentioned reasons, it is the family’s responsibility to care or seek other care arrangements for their child/children.

IMPACT will be closed in observance of the following holidays and teacher planning days:

- Labor Day (1<sup>st</sup> Monday in September)
- Fall Teacher Planning Day (October)
- Thanksgiving Holidays (closed at noon day before Thanksgiving, Thanksgiving Day, and the day after Thanksgiving)
- Winter Holidays (The week of Christmas)
- New Year’s Holiday (January 1<sup>st</sup>)
- Spring Teacher Planning Day (March)
- Memorial Day (Last Monday in May)
- Independence Day (July 4<sup>th</sup>)

### **CURRICULA**

#### **CURRICULUM**

IMPACT uses The Creative Curriculum and the Beyond Centers & Circle Time (BCCT) curricula framework in conjunction with Beyond Cribs & Rattles (BCR).

**THE CREATIVE CURRICULUM** encompasses a forward-thinking, comprehensive, research-based program for early childhood education. Using exploration and discovery as a way of learning, *The Creative Curriculum for Preschool* enables children to develop confidence, creativity, and lifelong critical thinking skills. *The Creative Curriculum* is based on 38 objectives for development and learning, which are fully aligned with the School Readiness Goals in Head Start and early learning standards for Florida.

**BEYOND CENTERS & CIRCLE TIME (BCCT)** is a nationally recognized curriculum that has been built on over 35 years of research and study of best practices for the care of young children. BCCT is a framework designed for individualized learning designed with specific information for children who are developmentally 3-5 years of age. The framework is designed to allow the child to experience learning in a safe, supportive environment nurtured and supported by trained caregivers. Opportunities are provided within the framework to promote each child's individual learning styles and educational needs.

**BEYOND CRIBS & RATTLES (BCR)** is an adaptation of the BCCT curriculum components, designed with specific information and opportunities for children developmentally birth to 2 years of age.

## DEVELOPMENTAL SCREENINGS

IMPACT uses the Ages & Stages Questionnaire (ASQ) to screen each child enrolled. New families will receive the ASQ to complete within two (2) weeks of the child's official start date. Three times per year, your child's teacher will complete sections of the ASQ pertaining to communication, gross motor, fine motor, problem solving, and personal social skills. Additionally, parents will complete an ASQ Social-Emotional Questionnaire. A summary will be provided to each family every August, December and April. The ASQ is a simple screening tool used to identify any areas of concern. The tool is designed to correspond with the child's chronological age (in months). The tool requires observation of the child's abilities when presented with certain tasks, objects and/ or toys.

## ON-GOING ASSESSMENTS

IMPACT staff will be utilizing on-going assessment methods to follow each child's developmental progress. This information is necessary to provide appropriate opportunities and/or experiences for each child to reach their optimal learning capacity. Families will also be asked to assist in this process at times, as children often do things differently between home & school.

## DISCIPLINE/GUIDANCE

### CONSCIOUS DISCIPLINE

IMPACT utilizes Conscious Discipline to teach social and emotional intelligence. Children and staff members practice self-regulation strategies throughout the day, such as deep breathing and age-appropriate language related to feelings and events to assist each child with the ability to self-regulate.

An excerpt from "[Conscious Discipline](#)<sup>®</sup> Building Resilient Classrooms" (page 16) by Dr. Becky A. Bailey:

*"Conscious Discipline is based on a Brain State Model that empowers us to shift from educational systems grounded in controlling others to cultures of learning based on safety, connection and problem solving. Conscious Discipline is organized around the Seven Powers for Conscious Adults that help the adult to manage her internal state (safety), the creation of the School Family that utilizes connection to foster*

*cooperation and optimal brain development (connection), and the Seven Skills of Discipline that empower the adult with strategies to teach children to self-regulate and problem solve (problem-solving)."*

## DISCIPLINE POLICY

At IMPACT, our staff models composure to be able to appropriately respond to misbehavior. We use Conscious Discipline® strategies to foster connection with students. Where there is misbehavior, we teach missing skills.

**Discipline that is severe, humiliating, frightening, or associated with food, rest, or toileting is prohibited. Spanking or any other form of physical punishment is not tolerated.** A child who is exhibiting aggressive behaviors will be encouraged to use strategies offered or moved to a safe place until calm.

## DROP OFF/PICK UP POLICIES

### EARLY DROP OFF/LATE PICK UP

IMPACT hours of operation are Monday through Friday, 7:30am – 6:00pm. See “Additional Care” section of the Parent Handbook.

### ROUTINE DROP OFF & PICK UP

IMPACT requires that all children be escorted into and out of the building by the person(s) (18 or older) dropping off or picking up the child. Each child must be signed in and signed out of their classroom daily.

If your child will be arriving late, in a manner different from his/her normal routine or will be absent for the day please let us know ahead of time.

Our teachers spend time planning for your child’s daily learning and enrichment. Although we know that unforeseen events may happen that cause you to be late, we encourage each child to be here by 9:00am at the latest.

If something prohibits you from dropping your child off in a routine fashion by 9:00am, you must call or arrange ahead of time with your teacher so we will be aware and able to make provisions for your child’s tardiness.

We will not receive students after 10:00am unless previously arranged. We will assume your child is absent for the day and will not be able to accept the child for care.

### SPECIAL PICK UP/AUTHORIZED PERSONS

See “Authorized Persons” section of Parent Handbook (page 8).

## EMERGENCIES

### EMERGENCY CONTACT INFORMATION

The safety of all children enrolled at IMPACT is our first priority. Contact information must be kept up to date on each child’s enrollment form. It is the responsibility of the family to update any contact information as needed (new cell phone numbers, new or different emergency contact persons). In the event that a family member or

caregiver is no longer allowed to make contact with the child, it is the responsibility of the primary caregiver to update the office with a picture of the person(s) and court-ordered documentation.

## EMERGENCY EVACUATION PLANS

**FIRE/SMOKE:** Monthly fire drills are conducted to ensure the safety of each child in the event of a fire emergency. Fire escape routes (which include primary and secondary escape routes) are posted at all exits and will be practiced intermittently during the school year. Lighted fire exit signs and emergency lighting have also been installed throughout the building to aid in the timeliness and safe removal of all persons in the event of a fire emergency.

**INCLEMENT WEATHER/TORNADOES/ETC.:** IMPACT monitors weather conditions via a weather radio. When notified by the National Weather Service of dangerous inclement weather, IMPACT will take recommended precautionary measures (evacuation, finding a safe location within the building, etc.).

**THREATS OF DANGER REQUIRING TEMPORARY EVACUATION OF THE PREMISES (BOMB THREATS, THREATS OF TERROR):** In the event of an emergency requiring evacuation of the premises, the quick and safe removal of all children will be our first priority. Once all persons have been relocated and accounted for, families will be notified as to the relocation area and will be advised on how to proceed. IMPACT asks that families not bombard staff with phone calls, text, etc., as the relocation to a safe place will be our first priority. Each family will be contacted as soon as possible, once relocation has been successfully completed. Our anticipated evacuation location is the building directly across from us, 1717 Hermitage Blvd.

## EMERGENCY CLOSURES

There may be occasions when an unexpected closure is required. Families will be notified of these closures as soon as possible. In the event IMPACT is required to close for any unexpected condition, it is the family's responsibility to care for or seek other care arrangements for their child/children.

## FIELD TRIPS

Currently, IMPACT does not participate in any off-campus field trips.

## FOOD – MEALS & SNACKS

IMPACT currently does not supply snacks or lunches. Families are responsible for providing their child/children with nutritious snacks and lunches. In accordance with the DCF Child Care Facility Handbook (3.9.3.F.), parents and the child care facility are urged to work cooperatively to assure that children are provided with nutritious snacks and meals where lunches are not provided by the facility. Online resources such as:

<http://choosemyplate.gov/preschoolers/daily-food-plans.html> can assist in ensuring your child is receiving adequate nutrition. Please see the Appendix for some guidelines and suggestions for packing snacks and lunches.

\*Please provide all necessary food-related items that are needed for the entirety of the time they are in our care. If food is to be served warm, send the food in a thermos. Use ice packs to keep food/drinks cold in lunch box.

If any of the following feeding situations apply to your child/children please adhere to the following requirements:

**BOTTLE FED:** Please provide bottles of formula pre-mixed or breast milk in the appropriate number of bottles needed for a day. Each bottle and cap should be labeled with the child's first and last name.

**SIPPY/STRAW CUP:** Please provide a spill proof “sippy” cup for your child that is suitable for their needs (single handle/double handle). The cup and the lid should be labeled with child’s first and last name.

**SPECIAL DIETS/FOOD ALLERGIES:** It is your responsibility to inform the staff if your child has any food allergies. If your child’s allergy is life-threatening and your child is prescribed medication to ease allergic reaction (i.e. Epi-pen), please keep medication on-site and complete a Medication Permission Form to allow administration.

## GRIEVANCES OR ISSUES

IMPACT works diligently to meet the needs of all families within the scope of our services. However, at times families may not agree with decisions or procedures that are utilized while your child is under the supervision of IMPACT. We strive to provide the best educational experience for all of our families, which requires an element of home/school/therapist, family/caregiver communication. We encourage feedback from families so we can continuously improve our services. When resolving any conflict, we invite you to speak directly with the director or owner and not to engage in any social media regarding your grievance or issue.

## HEALTH RELATED INFORMATION

### HEALTH INSURANCE

Health insurance information is necessary in the event of an emergency situation when emergency care is needed, and private insurance information is required. This information must be provided on the Health Insurance Information form included in the Enrollment Packet.

### HEALTH POLICIES

**COMMUNICABLE DISEASE:** Children demonstrating signs or symptom of illness will be moved into an isolated area until an authorized person can pick them up. Should your child exhibit any of the following signs or symptoms of illness during the school day, you will be contacted immediately (within one (1) hour). We do understand that making arrangements to pick up your child as well as finding alternate care may be challenging. However, we ask that your timeliness in retrieving your child (within the hour), be a priority for the sake of your child as well as the other children enrolled in our programs. A child who is not feeling well often needs the comfort of home and the closeness of family. A child who is sent home due to illness will not be allowed to return until one or more of the following occur:

- 1) Child receives clearance from a physician (signed statement or script), that the child is free from a communicable disease and that returning poses no risk to others.
- 2) Child is visibly free of any signs or symptoms of communicable disease for 24 hours. Which includes but is not limited to, normal temperature (without the aid of fever reducers), and/or has not experienced vomiting and/or diarrhea.

IMPACT also asks that if your child is exhibiting any signs or symptoms of communicable disease while in your care, that they be kept at home until they are able to meet one or more of the above criteria.

Communicable disease signs and symptoms as outlined by the Florida Department of Health and the Department of Children and Families (DCF) are:

- Fever – 100°F or above
- Severe coughing, causing a child to become red or blue in the face or to make a whooping sound
- Diarrhea/vomiting
- Generally, not feeling/acting like him or herself
- Suspected pink eye
- Unexplainable rash or Scabies
- Lice
- Any other signs or symptom of illness

\*Please note that these guidelines of the communicable diseases listed above are policies that have been provided by The Department of Health and The Department of Children and Families. As a licensed childcare center, we are required to strictly adhere to this policy to prevent the spread of communicable disease and ensure the safety of all who are associated with the school.

### ADDITIONAL PRECAUTIONS

**FEVER:** If your child wakes up with a fever, please do not give them medicine to lower the fever and send them to class. Most of the time the medicine will wear off and you will be contacted to pick up your child because the fever has returned. *Your child must be fever-free for 24 hours before returning to IMPACT.* Additionally, our staff will follow the fever protocol outlined in Appendix.

**DIARRHEA:** Bowel movements that are extremely loose, watery and frequent are reasons for child to be kept home. Diarrhea in children is an extremely contagious illness. Consideration will be taken if your child is allergic to certain food/drink products, on medication, or variety of conditions, but these are different from diarrhea. Your child must be diarrhea-free for 24 hours before returning to IMPACT.

**VOMITING:** Vomiting is a reason for exclusion. As with diarrhea, 24 hours should pass without an episode of vomiting before a child returns to the center.

**LICE:** IMPACT has a NO NIT policy. If your child has head lice, he/she must be treated and all nits must be removed before your child may return. Your child's head must be checked by an administrative staff member before he/she can return to class.

### HEALTH RECORDS

IMPACT is responsible and required by law to obtain and maintain a current signed copy of a "Student Health Examination Form" (DH 3040) and "Immunization Record", complete with expiration date and physician's signature. These documents must be provided at time of enrollment and maintained current throughout the entirety of enrollment. It is the parent's responsibility to provide and update these documents. Children whose completed forms are not provided will be denied a start date until documents are provided or a signed doctor's appointment verification (within our grace period as determined by the Department of Health and the Department of Children and Families), is received. Children whose forms are in danger of expiration during the time of attendance will be notified of expiration date and given a deadline date to provide updated forms. In the event these forms are not provided by the deadline, a child will not be allowed to attend until such forms are received.

\*If your child is exempt from immunizations for religious or medical reasons, documentation must be provided via the form provided by the county health department.

## MEDICAL HEALTH HISTORY

For IMPACT to ensure appropriate services for our families, we must be provided with information regarding the medical health history of your child/children. This information is required as part of the Health & Safety Information Form in the Enrollment Packet. Please complete this form correctly and update regularly for appropriate services.

## MEDICINE AUTHORIZATION & ADMINISTRATION

IMPACT can administer medications (long-term or short-term, prescription or non-prescription), as needed to meet the medical needs of our children. However, a “Medication Permission Form” is required and can be obtained from the Center Director. A staff member will log what time the medication was administered and initial. All medication must be in the original container. Medication and forms must be given to a staff member, NOT placed in the child’s backpack or lunch box.

## SUNSCREEN, DIAPER CREAM AND INSECT REPELLANT

IMPACT can apply sunscreen, diaper cream and insect repellent supplied by parents provided the following:

- Parents have provided written consent via the enrollment packet
- Manufacturer instructions must be followed.

## THERAPY HISTORY

IMPACT is an all-inclusive services program. In addition to our academic services, we also provide a range of therapy services. These therapies include physical therapy, occupational therapy, speech therapy, music therapy and behavior therapy. If you wish to pursue therapy services for your child, insurance and medical documentation is required. Therapists are unable to provide an evaluation or treatment for your child without this information. If you would like to seek therapy services for your child, please see the front desk at check-in to make a formal request and obtain additional information.

## HOLIDAYS

### HOLIDAY CLOSURES

See “Closures” for annual holiday closures (page 9).

### HOLIDAY POLICIES

A variety of holidays will be discussed and celebrated during the course of the year. Some will be celebrated as a cultural educational learning experience addressed through the curriculum. Others will be celebrated for the sake of the holiday itself (Valentine’s Day, etc.).

Holiday Celebration Requests: Please submit a request for review to the Director, for the following situations.

- Special family holiday celebration you wish to be included



- Holiday celebration you wish to have your child excluded from due to religious beliefs

## **MEDIA POLICIES**

### **ELECTRONIC DEVICES AND MEDIA**

Electronic devices such as computers, tablets, and other communication devices will be used to supplement and enhance the abilities of children to participate at their optimal level of participation in classroom and care activities.

### **VIDEO & PHOTO RELEASES**

IMPACT will often use video and photos to capture the educational experiences throughout the day, as well as any cute or memorable moments that we wish to capture for the purposes of sentiment. These videos and/or photos may be used for classroom display, sent to you via Tadpoles, shared among classroom families and/or to promote IMPACT. Permission for use of your child in photo or video can be acknowledged or denied in the Enrollment Packet.

## **PARENT/FAMILY INVOLVEMENT**

IMPACT believes that parents and families are integral parts of a child's life and ultimate growth. Therefore, we encourage parents and family members to become part of their child's educational experience as well. We offer many opportunities for you to become involved with IMPACT, either directly or indirectly.

### **OPEN DOOR POLICY**

Parents/Families are always welcome to drop by and check out what we're doing. Our door is always open for visiting and/or volunteering. As an IMPACT parent and/or approved family member/guardian, you have access to your child/children in person or via telephone whenever the child is in care at IMPACT.

### **POTTY – TRAINING**

IMPACT will partner with families who have initiated toilet training with their child. The following guidelines apply:

- Parents must initiate potty training. IMPACT will follow the parent's lead. We will assist and give recommendations; however, we will not initiate.
- The child must be 2 years old (or older).
- The child must show some signs of physical readiness for potty training, including pulling pants up/down, awareness of elimination, ability to follow directions, and going for periods of time with a dry pull-up/diaper.

## **PARENT /FAMILY/CAREGIVER CONFERENCES**

Families are encouraged to speak with their child's teacher regularly. It is not always convenient to have a formal discussion regarding your child's progress. We do, however, encourage families to arrange to have meetings as

they deem necessary through the Center Director. The Director will be able to ensure that all teachers/therapists associated with the routine care of your child can be contacted and invited to be part of the family conference. Professionalism in information sharing will always be maintained.

## PARENT/FAMILY VOLUNTEER OPPORTUNITIES

IMPACT has many volunteer opportunities that parents and/or family members can plug into. According to DCF regulations, you must have additional paperwork (level 2 background screening, notarized affidavit, etc.) completed if volunteering exceeds 10 hours per month. The following list describes options that would solely require a Volunteer Affidavit to be completed and less than 10 hours per month of volunteer work.

**CLASSROOM VOLUNTEER:** As a classroom volunteer you have several opportunities to assist your child's classroom:

- Assist teachers in the daily routine and care of the children
- Provide assistance with classroom preparation of materials or supplies
- Assist with classroom parties and/or celebrations
- Share a special talent or skill
- Become a classroom reader and/or mentor

**FUNDRAISING VOLUNTEER:** As a fundraising volunteer, you have several opportunities to assist IMPACT with fundraising events:

- Completion of specific tasks through direct service, **or**
- Contributions of time, products and/or finances

**OFFICE VOLUNTEER:** As an office volunteer, you have the opportunity to assist IMPACT office staff with office-related tasks either on-site or from home.

## APPENDIX

### BRAINIACS/EXPLORERS SUPPLY LIST

All items must be labeled with child's first and last name. On Fridays, our staff will inform you of any needed items that need to be restocked for the following week.

1. Fitted sheet and blanket for crib/cot.
  - These will be sent home every Friday to get washed.
2. Milk/Formula and/or other drinks
  - Ensure each bottle/cup is prepared and labeled with first and last name.
3. Food
  - Every food item needs to be labeled with first and last name
  - Explorers ONLY:
    - Snack is at 8:30am daily (send a nutritious snack and drink that requires no prep)
    - Lunch is at 11:20am (send a nutritious lunch that requires no heating and drink)
    - Afternoon Snack is at 3pm and 5pm if needed (send a nutritious snack and drink)

4. Bibs/burp cloths
5. Changes of clothes
6. Changing mat
  - This will be kept in a bin with your child's diapers.
7. Diapers
  - Please send enough diapers for the week. We change diapers at least every 2 hours or as needed.
8. Diaper cream
9. Wipes
10. Two forms from your pediatrician within 30 days of start date
  - Immunization record
  - Health Exam Form

\*\*\* Let us know if your child requires any medication (over the counter or prescription) to be administered while in our care. You will need to fill out a form and sign the medication in and out daily. A syringe will be required for each dosage.

### **STAR PALS/POWERFUL PEEPS/BRIGHT BUNCH/HELPING HANDS/MIGHTY SOLVERS/PEP SQUAD SUPPLY LIST**

All items must be labeled with child's first and last name. On Fridays, our staff will inform you of any needed items that need to be restocked for the following week.

1. Kiddos sleep on cots – 1 fitted sheet (crib sheet for toddlers, twin sheet for 3–5-year-olds) and 1 blanket. One for laying on top of and one for covering.
  - These will be sent home every Friday to get washed.
2. Food and Drink
  - Ensure each drink and food item is labeled with first and last name
  - Lunch box with ice pack (no refrigerator is available)
  - Snack is at 8:30am daily (send a nutritious snack and drink that requires no prep)
  - Lunch is at 11:30am – Star Pals, Helping Hands, Powerful Peeps & Bright Bunch and 11:45am – Mighty Solvers & Pep Squad (send a nutritious lunch that requires no heating and drink)
  - Afternoon Snack is at 3pm – Star Pals, Helping Hands, Powerful Peeps & Bright Bunch and 4pm – Mighty Solvers & Pep Squad (send a nutritious snack and drink)
3. Changes of clothes
4. Diapers/Pull-ups (if needed)
  - Please send enough diapers for the week.
5. Diaper cream (if needed)
6. Two forms from your Pediatrician within 30 days of start date
  - Immunization record
  - Health Exam Form

\*\*\* Let us know if your child requires any medication (over the counter or prescription) to be administered while in our care. You will need to fill out a form and sign the medication in and out daily. A syringe will be required for each dosage.

## FEVER PROTOCOL

In order for IMPACT staff to appropriately respond when a child is ill and to ensure the Health Requirements as stated in the DCF Child Care Facility Handbook are followed.

Health Requirements. (6.1) Communicable Disease Control.

- A. Children in care must be observed on a daily basis for signs of communicable disease.
- B. Any child, child care personnel, or other person in the child care facility suspected of having a communicable disease must be removed from the program or placed in an isolation area until removed. Such person may not return without medical authorization, or until the signs and symptoms of the disease are no longer present. If the local health department official or primary health care provider suspects that a child or staff member is contributing to transmission of the illness, is not adequately immunized when there is an outbreak of a vaccine-preventable disease, or the circulating pathogen poses an increased risk to the individual. The child or child care personnel must not return until the health department or primary health care provider determines the risk of transmission is no longer present. Child care personnel who work in the food preparation area may not return until the signs and symptoms of the disease have not been present for 48 hours.
- C. A child's condition must be reported to the custodial parent or legal guardian. For children whose symptoms do not require exclusion, verbal or written notification to the parent/guardian at the end of the day is acceptable.
- D. Signs and symptoms of suspected communicable disease include:

Staff will:

1. Check a child's temperature if they feel unusually warm to the touch.
2. Give fluids and/or remove layers of clothing if the child has at least a temperature of 100 degrees, and no other signs of illness.
  - If there are other symptoms of illness (i.e. diarrhea, vomiting, lethargy, other abnormal behavior), call parents immediately.
3. Check the child's temperature again in 20 minutes.
4. Call parents if temperature exceeds 100 degrees. \*

Parents need to:

1. Pick up their child within 60 minutes.
2. Keep their child home for 24 hours from when they are fever free
  - OR have a note from the pediatrician stating other non-contagious cause of fever (i.e. teething)

\* Note – IMPACT will determine, based on the factors noted above, whether or not parents will be called to pick up their child. If there are additional precautions parents would like us to take (i.e. calling if temp is lower than 100 but running high) please provide written documentation and give it to the IMPACT Director, Beth Spear.

**SUGGESTIONS FOR PACKING LUNCH AND SNACKS**

The key to healthy eating is to enjoy a variety of nutritious foods from each of the 5 food groups. It sometimes may seem very difficult when packing lunches for school. This is to help make packing lunches enjoyable!

Below are suggested snack and lunch items:

**AM/PM SNACKS:**

- French Toast Sticks
- Trail mix
- Waffles
- Muffins
- Oranges
- Apple slices
- Cucumbers
- Kiwi
- Bananas
- Avocado
- Cheese
- Salad
- Pretzels
- Graham crackers
- Strawberries
- Crackers
- Applesauce
- Yogurt
- Broken-up Pretzels
- Cereal
- Lunchables
- Pickle spears
- Cheez-its
- Smoothie
- Boiled Egg
- Grapes (sliced)

**LUNCH:**

- High protein foods will help kids stay full longer.
- Sandwich (on bagels, bread or buns)
- Leftovers
- Pasta
- Pizza
- Tortilla Roll Ups
- Lunch meat/Cheese
- Green beans
- Fish
- Chicken
- Rice
- Lunchables

**FUN FOODS:**

- Fruit snack
- Cookies
- Chips

**Keeping Things Cool!**

Ice packs are a great way to keep food and drinks cool for hours!



**Tip for Keeping Food Warm:**



A THERMOS is a great way to keep food warm until lunch.

To use THERMOS:

1. Boil water
2. Fill Thermos & cover
3. Wait 5 mins & warm food
4. Empty water from Thermos
5. Fill with warm food and cover.

**DRINKS:**

Water

Juice

Lemonade

Capri Sun

Fruit infused water

Orange Juice

Cranberry juice



\*\*\*Drinks can also be kept cool with ice pack and Thermos cups.

## Helpful Tips:

- Don't forget to label everything in children's lunchbox.
- Please send in utensils needed for lunch (forks, spoon, straw)
- Please make any allergies known in classroom.
- For picky eaters there are many ideas on the Web. (Pinterest)

## CHOKING HAZARDS FOR YOUNG CHILDREN

As outlined in the updated Child Care Facility Handbook:

### 3.9.3 Food Safety

C. Foods that are associated with young children's choking incidents must not be served to children under 4 years of age, such as - but not limited to - whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes and any food that is of similar shape and size of the trachea/ windpipe (dime sized). Food for **infants** must be cut into pieces  $\frac{1}{4}$  inch or smaller, food for **toddlers** must be cut into pieces  $\frac{1}{2}$  inch or smaller to prevent choking.



Follow these guidelines to ensure we can serve your child the snacks and lunch that are sent:

Cut food for children into pieces no larger than one-quarter inch ( $\frac{1}{4}$ ") for infants and one-half inch ( $\frac{1}{2}$ ") for children over one year of age. Teach your child to chew their food well.

- Slice hotdogs and sausages lengthwise and then into small pieces.
- Cut meat and chicken across the grain into small pieces.
- Slice grapes, cherry tomatoes, and other round foods in half and then again in half, removing any pits from fruit
- Cook carrots or celery sticks until slightly soft, grate them, or cut them into small pieces or thin "matchsticks".
- Popcorn is not allowed. You may send cheese puffs, "pirate booty" or something similar.

## REST TIME PROTOCOL

Unwinding and having downtime during a busy preschooler's day is essential for healthy brain development and processing of the day's cognitive learning. We provide a structured and predictable time for rest each day. Teachers play calming music and lower the classroom lighting. Children are provided a cot for rest time and may bring a blanket and comfort item from home.

If a child is struggling during rest time,

1. Calmly get down on eye level and assertively tell the child, "It is rest time, you have a choice to lay down or sit quietly during rest time." Depending on the classroom structure another set of consistent positive choices may be offered here. Two positive choices will be the first step in preventing a power struggle.
2. Offer a hug or another way the child likes to be comforted if needed. Repeat steps 1 and 2 if necessary.
3. Ask the child if they would like you to rub/pat their back. If the child says yes, rub or gently pat while offering comfort. Use "shhhh" sounds to help the child settle or sing a quiet lullaby.

If there is a child that becomes physically aggressive during nap time,

1. If there is risky behavior at nap time that is not manageable safely by the classroom teacher, call for help from the floater or director on the walkie.
2. Use blocking and redirecting strategies while waiting for help.
  - a. Give low attention to the problem behaviors and calmly block hits/kicks/bites (do not verbally say "STOP" or "don't do that", this would increase the behavior)
  - b. Move back and give space and see if the aggressive behavior decreases.
  - c. If aggressive behavior persists and is directed at other students or is becoming more dangerous, such as throwing objects, hitting other children, jumping off furniture, etc., if certified, utilize a CPI or Safety-Care hold strategy (like the Children's Control Position). If the teacher is not certified and other children are in danger, evacuate the other students from the classroom.

**ONGOING PATTERNS OF DISRUPTION DURING REST TIME:** If there is an ongoing pattern of disruption during rest time, staff will meet with the family about alternative solutions for rest time or the possibility of a modified day. All alternative solutions will be pre-planned/arranged and communicated with the family and staff.

Resource: National Sleep Foundation: <https://www.thensf.org>

### **SAFE SLEEP GUIDELINES (0 – 12 MONTHS):**

We follow and maintain a safe sleep environment as recommended by the American Academy of Pediatrics. (AAP) Our goal is to take proactive steps to reduce the risk of SIDS in childcare and to work with parents to keep infants safer while they sleep. To do so, IMPACT practices the following safe sleep policy:

1. All babies will always be placed on their backs to sleep. We require a physician's note for non-back sleepers that explains why the baby should not use the back-sleeping position, how the child should be placed for sleep, and a time frame for how long the instructions are to be followed.
2. Per the AAP, when infants can easily turn from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but shall be allowed to adopt whatever positions they prefer for sleep. We follow this recommendation by the AAP.
3. Sleeping infants shall have a supervised nap/sleep period. The caregiver shall be positioned where he or she can hear and see the infant. The caregiver shall physically check on the infant frequently during napping or sleeping and document the 15-minute Sleep Checks via Tadpoles.

4. All caregivers will receive in-person or online training on infant safe sleep based on AAP safe sleep recommendations. This training must be completed within 30 days of employment.
5. Wedges, sleep positioners, rolled up blankets, or pillows should not be used to keep a baby in a particular position, unless specified by the doctor

If an alternate position of sleep is authorized by a physician, IMPACT requires written documentation from a physician of this authorization. Documentation must include:

- Child's name
- Child's date of birth
- Description of sleep position required
- Description of any equipment needed
- Length of time authorization is valid

### SAFE SLEEP ENVIRONMENT:

1. Room temperature will be kept at no less than 68°F and no more than 85°F when measured two feet from the floor. Infants are supervised to ensure they are not overheated or chilled.
2. Infants' heads and face will not be covered during sleep. Infants' cribs will not have blankets or bedding hanging on the sides of the crib or used in the bed. Parents may bring in sleep clothing (i.e. swaddle, Halo sleep sack, sleeper, wearable blanket) that is designed to keep an infant warm without the possible hazard of covering the head or face during sleep/nap time.
3. No blankets, loose bedding, comforters, pillows, bumper pads, or any object that can increase the risk of entrapment, suffocation or strangulation will be used in cribs, playpens, or other sleeping equipment.
4. Toys and stuffed animals will be removed from the crib when the infant is sleeping. **Pacifiers will be allowed in infants' crib while they sleep.**
5. To promote healthy development, infants who are awake will be given supervised "tummy time" for exercise and for play.
6. A CPSC (Consumer Product Safety Commission) safety-approved crib with a firm mattress and tight-fitting sheet will be used. If a child falls asleep in a swing or on another surface, he/she will be moved to their crib.
7. Only one infant will be in a crib at a time unless we are evacuating infants in an emergency or drill.

### IDENTIFYING AND PREVENTING SHAKEN BABY SYNDROME:

Part of CDC's "Heads Up" Series, [www.cdc.gov/violenceprevention/pdf/preventingpbs.pdf](http://www.cdc.gov/violenceprevention/pdf/preventingpbs.pdf)

SBS, a form of abusive head trauma (AHT) and inflicted traumatic brain injury (ITBI), is a preventable and severe form of physical child abuse.

Shaken Baby Syndrome Signs and Symptoms – Learning what to look for

Babies, newborn to one year (especially babies ages 2 to 4 months) are at greatest risk of injury from shaking. SBS injuries are not always visible. However, babies with SBS may display some outward signs. Parents, family



members, caregivers, or others in close and regular contact with an infant should seek medical attention right away if they notice any of the signs and symptoms listed below.

- Significant changes in sleeping patterns or inability to be awakened,
- Vomiting (more than usual),
- Convulsions or seizures,
- Increasing irritability,
- Uncontrollable crying,
- Inability to be consoled, and
- Inability to nurse or eat.

In more severe cases, babies may be:

- Unresponsive
- Unconscious

Babies should be taken to the emergency department immediately if they are experiencing any of these severe signs and symptoms of SBS listed above.

## SHAKEN BABY SYNDROME PREVENTION AND EDUCATION

1. Crying is normal for babies.

- a) Crying is one way that babies communicate.
- b) Excessive crying is a normal phase in infant development.
  - Babies cry most between 2 and 4 months.
  - Prolonged, inconsolable crying generally lessens when babies are around 5 months old.
  - Most babies who cry a great deal are healthy and stop crying spontaneously.
- c) You are not a bad parent if your baby continues to cry after you have done all you can to calm him or her.
- d) Remember, this will get better.

2. When a baby cries, there are steps you can take to try to comfort him or her.

- a) Check for signs of illness or discomfort like a dirty diaper, diaper rash, teething, fever, or tight clothing.
- b) Assess whether s/he is hungry or needs to be burped.
- c) Rub his/her back, gently rocking him/her; offer a pacifier; sing or talk; take a walk using a stroller or a drive in a properly secured car seat.
- d) Call the doctor if you think the child is ill.
- e) Remember you are not a bad parent or caregiver if your baby continues to cry after you have done all you can to calm him or her.

3. When you feel frustrated, angry, or stressed while caring for your baby, take a break.

- a) Call a friend, relative, neighbor, or a parent helpline for support.
- b) Put your baby in a crib on his or her back, make sure the baby is safe, and then walk away for a bit, checking on him or her every 5 to 10 minutes.
- c) Remember, this will get better.

4. Be aware of signs of frustration and anger in yourself and others caring for your baby:

- a) See a health care professional if you have anger management or other behavioral concerns.
- b) Ensure others caring for your baby see a health care professional if they easily become angry or frustrated around your baby.

## EMERGENCY CARE PLAN

Child's Name:	DOB:
Health Condition(s):	
Signs and Symptoms IMPACT Staff May Witness:	
Circumstances Which Require Immediate Emergency Care (911) and the Plan of Action:	
Medications To Be Administered at IMPACT and Specific Instructions for Use:  <i>**Note: This does not replace the Authorization for the Administration of Medication form.</i>	
Other Treatment(s) or Accommodation(s) Required at IMPACT:	
Prevention Details:	
Preferred Hospital:	
Medical Provider Name/Address/Phone/Fax	
Parent or Guardian Name/Phone	
Parent or Guardian Signature	Date
Director's Signature	Date