

Alpine School District Lehi High School Little Lehi Learners



Early Childhood Training Center (ECTC) Parent / Guardian Policy Handbook and Health and Safety Plan

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For More information visit our website at littlelehilearners.com or email us at littlelehilearners@alpinedistrict.org



Dear Parents and Guardians,

Welcome to the Alpine District Early Childhood Training Centers system. The intent for this guidebook is to ensure that our policies and procedures are explained and understood. This guidebook will also serve as useful information concerning the administration of our Early Childhood Training Centers. Alpine School District Early Childhood Training Centers welcome all eligible children on a non-discriminatory basis. No child will be excluded on the basis of race, gender, national origin, ancestry, disability, or religious affiliation.

**Sincerely,
Early Childhood Center Directors**

EARLY CHILDHOOD TRAINING CENTER GOAL and PURPOSES:

GOAL

The Alpine School District fulfills the need to train and prepare high school students with adequate knowledge and skills regarding appropriate child care training techniques and child development education. The Early Childhood Training Center program assists students in earning their Child Development Associate Credential (CDA). This is accomplished through our Early Childhood Training Centers and enrollment in Early Childhood Education courses, which are available at Alpine School District high school locations (excluding Orem and Pleasant Grove).

PURPOSES

1. To provide an on-site training facility for high school students who are enrolled in Early Childhood Education programs. Student learning takes place in both academic and practical realms while working with preschool aged children (ages 3-5).
2. To provide mentored quality childcare training and appropriate learning experiences in a safe, secure, and violence free environment.
3. To provide daily experiences that are designed to promote mutual trust and respect between children, the director, staff specialists, parents/guardians and high school students.

ORGANIZATION and STRUCTURE

1. State Licensing: Each center strives to comply with the regulatory requirements outlined by Utah State Child Care Licensing Standards, however high school programs are license exempt through the State of Utah. Our schools are inspected for compliance with health, fire, and safety standards on a regular basis and as directed for public school facilities.

2. Health: Each child's health is a matter of major importance to all of us. Everyone will benefit when every parent shares in our commitment to healthy children by keeping sick children at home. (Health and Wellness Policy page 5)

3. Tuition and Fees: Services are provided through the collection of tuition. Services include staff salaries, supplies, overhead expenses, snacks, lunches (where applicable), field trips and toys for various developmental learning activities. (Fee Schedule, page 8)

4. Hours: Early Childhood Training Centers operate on the **traditional school calendar of Alpine School District.**

- Full-day childcare facilities will start the first day of school (excluding Professional Development and teacher contract days.) They will be closed the final day of the school year.
- Early Childhood Training Centers are open 7:00 am to 4:30pm, Monday through Friday.
- Community preschool hours are (9:00am-11:30pm)
- When regular high school classes are not in session, Early Childhood Training Centers will not be available. Conditions which may warrant the school to not be in session include but are not limited to:
 - State or federal holidays
 - Weather (closure announcements can be found on the district or school website, or local radio or TV news stations)
 - Any time High School Students aren't in school
 - Testing where only a portion of the school's population is in attendance

5. Failure to pick-up a child: If a child has not been picked up by the time agreed upon, the Child Care Training Director or assistants will try to contact the parent or guardian. If the parent or guardian cannot be reached, the director will try to reach one of the "Emergency" contacts for the child. We will continue to try and reach a parent or guardian or emergency contact until someone has been reached.

- **Late Pick-up Fee:** It is expected that all children be picked up on time. For full day childcare children we close promptly at **4:30 pm** and for our community preschool they must be picked up by **11:30 am** (unless special arrangements have been made)
- There will be an automatic overtime charge of **\$10.00 for up to 10 minutes and \$2.00/minute** thereafter for each child. This policy will be enforced.
- A signature of compliance will be needed for this policy.

6. Staff: Professional staff at each center varies and may be comprised of the following: an Early Childhood Training Center Director, Specialists/Assistants, Early Childhood Education Pathway Instructor, district employed High School Student Assistants and High School Student Volunteers.

- All high school students are under the direction of, and mentored by, the Early Childhood Training Center Director and Specialists (Assistants).
- Per Utah State Law, all individuals working in a childcare setting **MUST** complete a full background screening and must also be fingerprinted.

7. Availability of services: Alpine School District Early Childhood Training Centers offer services for children and grandchildren of district employees as capacity allows. A priority schedule can be found on page 7.

- Each ECTC is required to be self-sustaining. To be self-sustaining the parent/guardian of the enrolled child must agree to maintain their contractual status throughout the school year. If the contractual status of the child changes, they will be moved to the bottom of the priority list. The parent/guardian of the enrolled child is responsible for payment of Early Childhood Training Center fees.

8. Children with special needs: Those who have needs that are at increased risk for chronic physical, developmental, behavioral, or emotional conditions and who require health and related services of a type or amount beyond that require by others may be referred to the local Head Start program for evaluation.

9. Media Release: Throughout the year children have the opportunity to be featured in High School video productions, the school yearbook and/or on school social media. For this reason, we ask parents to sign a media release form. All pictures or video taken will only be used on approved formats. **No** pictures will be posted on the web.

10. Physical Activity: Young children need the opportunity to use their whole body and develop their gross motor skills. It's only when they have mastered these that they will be able to control their fine motor skills, such as holding a pencil. Physical activity has a positive impact, so our daily activities will include outdoor play if weather permits. Children will participate in activities in the commons area if they aren't able to play outside.

HEALTH and WELLNESS POLICY

A signature of compliance will be needed for this policy.

As defined by the State Health Department, a "sick" child is one who can jeopardize the health of other children in the center. **The center will not accept sick children.** The Staff are trained to observe the health of children upon drop-off and throughout the day. If the child displays mild symptoms, which do not impair his/her daily activities, the parent or guardian will be notified when the child is picked-up. Any questions you may have should be directed to the Center Director.

If your child is sick, he or she needs to be in the comfort and care of a parent/guardian as soon as possible. We have a responsibility to keep our center safe for the other children. For this reason, you are responsible for picking up your child **within 30 minutes** of being notified. If we cannot reach either parent/guardian, we will call the persons listed as emergency contacts.

Please **keep your child at home** if he/she displays the following symptoms:

- Fever: An internal temperature of 100°F during the previous 24 hour period.
- Antibiotics: Have been on antibiotics for less than 24 hours.
- Discharge: A heavy, green nasal discharge.
- Cough: Constant, persistent cough
- Vomit: Has vomited within the last 24 hour.
- Diarrhea: Has had diarrhea within the last 24 hours or for more than 36 hours.
- Communicable Disease: Symptoms of any communicable disease such as chicken pox, measles, scabies, impetigo, lice, ringworm, impetigo, conjunctivitis (pink eye), etc.

Your **child may return** to the Center when:

- His/her cold symptoms are under control.
- He/she has been symptom free **WITHOUT MEDICATION** for **24 hours**.
- He/she has been exposed to a communicable disease, the center has been notified of the incubation period, and return dates have been discussed.

The child should be symptom free without medication for 24 hours before returning to the center.

In some cases, we may require a doctor's note stating that the child is cleared to return to the center. Ultimately, it will be the judgment of each centers' staff to determine whether your child is well enough to attend and participate in activities at the center. **Alpine School District has an obligation to all the children and staff in each center for their wellness and safety. Please respect the staff's decision to keep everyone in the center healthy.**

MEDICATION POLICY

Medications will not be administered during center hours.

If there are special circumstances please reach out to the center director.

IMMUNIZATION POLICY

Purpose

Our policy is to have an up to date immunization record on file for each child. The purpose of this policy is to manage and maintain up-to-date immunization records in our Early Childhood Training Center, to work alongside parents giving them the tools they may need to keep their child fully immunized.

This policy follows Utah Statutory Code R396-100-3. Our policy is to receive children's immunization records before attending, assess records, notify parents of upcoming immunizations, inform parents of non-compliance, and maintain 100% up-to-date immunization records.

Procedures

- **Before the first day** in the Early Childhood Training Center, a parent/legal guardian must provide our facility with a medically verified, date- and dose- specific immunization record for all required immunizations he/she received.
- If you choose NOT to immunize your child or follow the immunization schedule set by the CDC (Centers for Disease Control and Prevention) then you may visit the county health department to receive further information on how to opt out of the immunization program. Medical authorization of this choice must be received before your child can be enrolled in the Early Childhood Training Center. **If this is not received, we must immediately exclude the student from the school.**
- We routinely review the immunization status of all conditionally enrolled students until each student has completed the subsequence doses and provide written documentation to the school. Once the student has met the requirements of this rule, we shall take the student off conditional status.
- If your child is due for an immunization, please make appointments immediately with your doctor to ensure that he/she stays current on immunizations at all times. After receiving an immunization, please bring a medically verified date and dose of immunization to the center. If we do not have record of your child's current immunizations, the parent/legal guardian will receive a verbal warning and must bring an immunization record **within three days**. If no record is received by the third day, parent will receive written notification by the facility director, and will have **four days** to bring in the immunization record or child may be excluded from our facility. If no record is received after the **seven-day** period, your child will not be allowed to attend the Early Childhood Training Center.

ENROLLMENT

Early Childhood Training Centers serve Alpine School District employees' children between the ages of 3 years to 5 years of age and must be fully potty trained. If space permits, community children will be admitted per the priority schedule.

- An **enrollment checklist** and the required enrollment documents begin on page 12. Additional forms that are specific for the Early Childhood Training Center site may be identified in the "**Authorizations**" section of this guidebook.
- **Enrollment documents** must be completed annually and accompanied with a non-refundable registration fee of \$50.00.
- Enrollment forms must be received by the Early Childhood Training Center prior to the first day of attendance. For a complete list of these forms, see the attached Enrollment Checklist on page 13.
- The Alpine School District Early Childhood Training Center reserves the right to deny services. The decision for such action will be made by committee with a minimum of one representative from each of the following: a local school administration, the CTE Director or Coordinator, the Early Childhood Education Pathway Teacher, the Early Childhood Training Center Director, a parent representative, and an appropriate support staff. The decision of this committee is final.

ENROLLMENT CRITERIA

Children must be between the ages of 3-5 (kindergarten) and potty-trained.

Space at each center is limited and priority will be given to qualifying families based on the following:

- **Priority 1** Parent or legal guardian is an Alpine School District employee **at the site** of the Early Childhood Training Center **OR** an Alpine School District Employee that has a child enrolled.
- **Priority 2** Parent or legal guardian is an **Alpine School District employee.**
- **Priority 3** Grandparent is an **Alpine School District employee.**
- **Priority 4:** If space is available, community children may be enrolled.

Full-time enrollment will take priority over part-time enrollment.

Waiting List: Since space is limited, an enrollment waiting list is maintained. See the center director to be placed on this waiting list. Waiting lists within each priority are updated annually to fill enrollment openings. Enrollments are finalized by the center Director and Early Childhood Education Pathway teacher. **Submitting the waiting list does NOT guarantee a spot.**

TUITION AND FEES

Enrollment Fee

- A registration fee of \$50 is required for all programs at the time of enrollment.
- The registration fee includes guaranteeing a spot, a t-shirt and field trips.

Tuition Fees

- **Full-day Childcare**
 - **Hours 7:00am-4:30 pm**

Full-time (25 hours or more weekly)	Part time Half Day/Kindergarten/ (less than 25 hours weekly)
\$400/month	\$275/month

- **Community Preschool**
 - **Hours 9:00 am-11:30am**

2 Days a Week (Tues/Thurs Session) or (Wed/Fri Session)	3 Days a Week <i>(Suggested Enrollment)</i> (Tues, Wed, Thurs)	4 days a Week (Tues, Wed, Thurs, and Friday Session)
\$80/month	\$90/month	\$100/month

Tuition Payment

- Early Childhood Training Center fees are due by the fifteenth day of each month.
- The ACH (automatic withdraw) is **REQUIRED** by parents/guardians.
- Late payment charge: If payment does not go through, a late fee of **\$25.00** per child will automatically be assessed for each month delinquent. Your child cannot return until it has been paid.
- Part time schedules must remain as enrolled. The director must approve switching days or make-up days. Monthly fees are based on the District’s traditional school year calendar. Fee credit will not be given for absences.
- A family discount of \$25 off for full time, \$15 off for part time, and \$10 off for pre-school per month
- All childcare children will receive pre-school with their regular tuition.

GENERAL INFORMATION

WHAT SHOULD MY CHILD WEAR TO THE CENTER?

Daily Clothing

- Please provide simple clothing that is free of complicated fastenings, washable and sturdy. Please send your child in closed-toed shoes.
- Provide sweaters and jackets even on sunny days and provide gloves, boots, and snow pants for the cold days of winter. We feel the children should have the opportunity for some outdoor play in all but the worst weather. **LABEL ALL** of your child's outer garments to include hats, boots, gloves, etc.

Extra Clothing

- Please send a complete change of clothes (with long pants), including **socks and underwear**, for emergency usage. These clothes need to **BE LABELED** as well. Please mindful to switch out clothing according to season and your child's growing size.

TOYS FROM HOME

We ask that you leave your child's toys at home. In keeping with Safe Schools Policy- guns, war toys, or other toys of destruction are **NOT** allowed in our centers.

NUTRITION

Full day childcare programs serve breakfast and a morning snack, lunch, and an afternoon snack each day. Our menus try to follow Early Childhood nutrition recommendations. Community preschool programs provide a snack. We provide our own breakfast and snacks. For lunch we use the school lunch program 2 days a week, the Culinary Management class prepares lunch on Wednesdays, we prepare lunch once a week, and we do pizza on Fridays.

REST PERIODS

Children in full day programs will have the opportunity to rest each afternoon. We provide a resting mat with clean sheets. You should send a small blanket clearly marked with your child's name. We never force a child to take a nap but encourage them to lay down.

ADDITIONAL INFORMATION:

- Each child in the full day childcare program will have a cot assigned to them.
- At least one person who has completed infant and toddler CPR training will be at the school at all times.
- Only persons authorized on the enrollment form or by special written permission from the parent will be allowed to take a child from the center.
- Parental involvement is welcome and encouraged at each center. If interested contact the center director for specific ways to become involved. Involvement may include educational programs, field trips, observation visits, recognition days, etc.

RATIOS and SUPERVISION

- We train all staff and high school student volunteers according to the rules and regulations established by Utah Child Care Licensing and ensure adequate personnel to make and keep ratio in each classroom and to maintain a safe and healthy learning environment.
- For all offsite activities written parental consent for each activity is given in advance. Emergency information and releases are to be taken with them for each child in the group. This information will include; the child's name, the parent's name and phone number the name and phone number of a person to notify in the event of an emergency if the parent cannot be contacted. Each child will wear an identification tag that has our facility name and phone number.

ATTENDANCE and ENROLLMENT FORMS

Children will be checked in and out each day. Only persons authorized on the enrollment form or by special written permission from the parent will be allowed to take a child from the center.

- We will ensure the safety of that information by allowing only staff access to personal information.
- In the event a child is lost the school administration will be notified and a school wide search will be conducted. Our campus police officer will also be notified so appropriate measures can be taken. Parents will be notified as well.

BEHAVIORAL EXPECTATIONS AND DISCIPLINE OF CHILDREN

The provider may discipline children using positive reinforcement, redirection, setting clear limits that promote children's ability to become self-disciplined, and time outs when needed.

- Caregivers may use gentle, passive restraint with children only when it is needed to stop children from injuring themselves or others or from destroying property.
- Discipline measures shall not include any form of corporal punishment.

Policy on Challenging Classroom Behavior: If a child exhibits behaviors that are impeding the learning and/or safety of himself and others, the childcare center staff will document behavior using the documentation report provided by Utah State Child Care Licensing Minor Accident form. Parents will be given a copy of these forms and asked to address these behaviors at home. If behaviors consistently continue, a meeting with the parents will be held where a written behavior plan will be generated and goals developed. If the child continues to exhibit behaviors where children and staff are unsafe and behaviors occur two times within 2 weeks, the child will be asked to stay home from the center until Early Intervention, Head Start Program or another outside agency of the parent's choosing is contacted, an assessment can be made, a new written behavior plan presented, and a meeting with a representative from the

agency, a parent and the center director is held where the new behavior plan is signed. If the child continues to consistently exhibit these behaviors the center director has the right to discontinue services at her discretion, keeping in mind the health and safety of ALL the children in the center.

CHILD ABUSE

- The licensee shall ensure that **no child** is subjected to physical, emotional, or sexual abuse, or neglect while in **their care**.
- According to Utah law, "When any person...has reason to believe that a child has been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or who observes a child being subjected to conditions or circumstances which would reasonably result in sexual abuse, physical abuse, or neglect, he shall immediately notify the nearest peace officer, law enforcement agency or office of the Division of Child and Family Services (DCFS). Since Utah law also states that committing domestic violence in the presence of a child is a form of child abuse, this must also be reported to law enforcement and/or the Division of Child and Family Services. (Utah Code Annotated 62A-4a-403)
 - DCFS has a number where reports can be made 24/7 at 1-855-323-3237. Documentation indicators from the child including nonverbal cues, body language, and tone of voice will be provided and kept for reporting purposes.

EMERGENCY PREPAREDNESS

The following items shall be inaccessible to children, toxic or hazardous chemicals such as cleaners, insecticides, lawn products, and flammable materials, etc.

We follow our school's emergency procedures for the following: lockdown, earthquake, fire, flood, or other emergency situations. If an emergency situation occurs, parents will be contacted.



Little Lehi Learners Daily Schedule

TIME	ACTIVITY
7:00 am	Daycare Opens
7:00-8:20 am	Breakfast
7:00-8:45 am	Free Play
8:45-9:00 am	Clean up, Bathroom Time, Set up Circle Time
9:00am	Preschool Starts
9:00-9:20 am	Circle Time: Attendance, Days of the Week, Weather, ASL
9:20-10:00 am	Preschool Centers: Math, Science/Social Studies, Art, Language, Sensory/Social Emotional
10:00-10:15 am	Circle Time: Story or Group Activity
10:15-10:30 am	Snack Time
10:30-10:45 am	Circle Time: Music, Alphabet
10:45-11:00 am	ECE II Activities
11:00-11:30 am	Playtime: Outdoor Play, Structured Indoor Play
11:30am	Preschool Pickup
11:30-11:45 am	Clean Up, Prep For/ Pick up Lunch
11:45am-12:00 pm	Wash Hands, Bathroom, Transition Activity
12:00-12:20 pm	Lunch, Kindergarten Pick Up, Set Up Mats
12:20 -12:35 pm	Kindergarten Pick Up, Getting Ready for Quiet Time
12:45-2:30 pm	Quiet Time
2:30-3:00 pm	Structured Quiet Free Play as kids are waking up. Clean up Mats
3:00-3:30pm	Bathroom, Snack Time
3:30-4:15 pm	Free Play/Structured Playtime
4:15-4:30 pm	Clean Up, Wait for Pick Up
4:30pm	Preschool Closes

Alpine School District Child Care Training Center Enrollment Checklist

Step 1:

Read the Alpine School District Early Childhood Training Center handbook.

Step 2:

Complete the following documents:

- Consent Form and Activity and Media Release
- Tuition Agreement
- Application for Enrollment Form
- Emergency Contact and Medical Emergency Permission Form
- ACH Electronic Transfer Payment Form (due August)
- Student Health Assessment (Required by school nurse)
- Child's Immunization Record (must be up-to-date) OR a Health Department Immunization waiver

Step 3:

Pay the registration fee of \$50.00 in the Lehi High School Financial office

Step 4:

- Bring the completed and signed documents with the registration receipt to the Center Director. (room 108)