

Delaware Nation

Me-mun-see Hah-kee-hah-kun

"Our Children's Garden"

Learning Center

Early Childhood Learning Center



## Parent Handbook

Office of Early Childhood Research & Development

810 Delaware Drive

Anadarko, Ok 73005

Phone: 405-247-2448

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## Welcome!

We are honored that you have chosen the Delaware Nation Early Childhood Learning Center (ECLC) "Our Children's Garden" to care for your child. This is an important time in your child's life, and we hope to make your child-care experience rewarding for you and your family.

The ECLC is a drug and smoke free facility licensed by the Oklahoma Department of Human Services (DHS). The Oklahoma Early Learning Guidelines (OELG) for Infants, Toddlers, and Twos along with OELG Three to Five years will be used. We take a great deal of pride in the care our staff provides for our children; we consider both children and parents a part of our ECLC family. No question is too small when it comes to the safety and development of your child.

Hours of Operation:

**6:00 a.m. - 6:00 p.m.**

Monday-Friday

Delaware Nation Early Learning Center

Me-mun-see Hah-kee-hah-kun

"Our Children's Garden"

This handbook has been prepared to help you understand the policies and procedures of the ECLC so that we may work together to provide your child with the very best early childhood experience.

Approved by EC: 4-13-2021 #of pages: 22 Revised/Updated: \_\_\_\_\_

## **Our Purpose**

1. To teach children respect by respecting the individual needs of each child;
2. To promote learning through play and social interaction;
3. To provide the highest quality of culturally appropriate child care to all children;
4. To form partnerships with families to support a child's emotional well-being; and
5. To educate the community about the potential for learning and growth in young children.

## **Goals and objectives of the program:**

1. To provide quality child-care for children 6 weeks to 48 months who are enrolled.
2. To foster the total development of the child by providing an environment consisting of:
  - a. A warm, friendly atmosphere with trained child-care professionals
  - b. A safe and sanitary facility
  - c. A variety of suitable equipment in good repair
  - d. A variety of activities that support the physical, social, emotional and intellectual needs of the children implementing the High Scope Curriculum
3. To provide children with safe and consistent care during child care hours.
4. To provide children with developmental challenges referrals to appropriate support and services.
5. To enable the parent to develop positive parenting skills.
6. To be an emotional support system for parents when issues arise with their children.
7. To assist parents in acquiring knowledge of typical child development and other child related information.
8. To increase parents' knowledge of their child's development, individual needs and nutritional requirements.
9. To improve parenting skills, including options for managing challenging behavior.
10. To educate parents about health and child-care.
11. To increase parents' contact with other parents of young children.

## **Philosophy**

We believe that children are active learners and can learn volumes through the simplest of activities and experiences. We strive to better understand the way children learn and support that learning by providing opportunities for children to choose their own play.

A child's job is to play, and we provide many developmentally appropriate programs and activities that focus on learning while also helping them be successful at their job. We not only encourage learning, but a love of learning. We believe that most of life's learning,

including how to learn, occurs in the first five years of life and that each new discovery and milestone is vital to a child's total development.

We believe that all children are entitled to a safe and nurturing environment with a schedule of routines that best meet the individual needs of each child in our care. Each child is treated with respect as a valuable individual. We are committed to supporting children by encouraging each child's unique developmental level and learning style, as well as temperament, personality and cultural background. We do not believe in a "one size fits all" classroom but an environment where each child has the freedom to learn, create and enhance his/her own talents and abilities.

We also believe that the main component of quality child care is the sensitive and highly trained caregiver. We take great pride in the care that our staff provides for our children and believe that to best serve a child's needs, close cooperation is needed between parents/guardians and staff. We support our teachers with training, resources and the freedom to create a unique learning environment in which each child can thrive.

## **Enrollment Requirements**

Children must be between six weeks old and under 4 years of age. Upon enrollment, an application packet must be completed for each child enrolling in the center.

The packet will include

1. Parent Handbook
2. Child Enrollment Application Form
3. Copy of Immunization Record
4. Copy of Birth Certificate
5. Copy of Child Health Record/Baby Wellness Check
6. Payment Contract and/or Verification of Child Care Assistance
7. CACFP application

It is very important to keep the information in your child's file as current as possible. Therefore, we will periodically ask you to update some of your child's information. In the event of an emergency, we want to be able to reach you as quickly as possible.

The ECLC does not discriminate based on sex, race, religion, ethnicity, national origin or physical handicap. If, however, the nature of a child's disability requires special therapy or staffing, the child may be enrolled only after special arrangements have been made.

Children are enrolled on a space available basis. A waiting list is maintained by the Director and will be used when an opening becomes available. All new applications will be numbered in

the order in which they are submitted. **We provide full-time care only. We do not accept drop-ins.**

## **Tuition & Fees**

**\*PAYMENT MUST BE MADE IN ADVANCE FOR CHILD CARE SERVICES\***

**INTRODUCTION** The purpose of this section is to provide the client with a formal written policy and procedure for the collection of payment owed to the Delaware Nation (Me-mun-see Hah-kee-hah-kun) "Our Children's Garden" Early Childhood Learning Center for child-care services provided. The Center will also provide the client notice as to the billing and payment policies and procedures for child-care services provided by the Office of Child Care.

### **TYPES OF PAYMENT ACCEPTED**

1. **Private Pay**: All clients are considered private pay unless third party copayment assistance is verified. Clients who do not verify their eligibility for child-care service assistance before receiving child-care services are responsible for full payment of child-care services on the agreed upon weekly/biweekly schedule.
2. **Co-Payment**: It is the client's responsibility to present the necessary documentation verifying their status/eligibility for third party payment assistance. **The client must bring to the center a co-payment agreement from the Department of Human Services or the Delaware Nation Office of Child Care or other Tribal Child Care Assistance.**
3. **The following types of third-party assistance may be used:**
  - A. State Department of Human Services Child Care Assistance
  - B. Delaware Nation Child Care Assistance
  - C. Other Tribal Child Care Assistance

**\*Special Needs Rate contact the Early Learning Center Director @ 405-247-2448\***

**\*RATES: Our rates follow OKDHS childcare rates for our approved STAR status\***

### **PAYMENT RULES**

1. Payment is due for all days, including the days when a child is absent. However, if a child is absent for more than a full week due to an extended illness, fees may be waived subject to Center notification of illness, a doctor's statement and approval by Director on a case-by-case basis.
2. An overtime fee shall be charged when a child is left past the Center's closing time of 6:00 P.M. The fee shall be \$10.00 for any portion of the first fifteen (15)

minutes and \$1.00 per minute after the first fifteen (15) minutes. If a client should be assessed an overtime fee, it must be paid when the child is picked up, or before dropping off the child the next morning. That child may not return to the Center until the overtime fee is paid.

3. If a child is consistently not being picked up by 6:00 p.m., the child can be dropped from our program.
4. Subsidy parents that are verified to receive third party childcare assistance/subsidy are still responsible for their whole parent co-pay by the 7<sup>th</sup> of each month per child. Payments for private pay must be made on their approved weekly/biweekly schedule.
5. If the Center closes early due to inclement weather, there will be no refund for a partial day of child care services.
6. If it is necessary to temporarily close the Center because of an emergency or circumstance beyond the control of the Center (except inclement weather), clients shall be charged only for the portion of the day that the child/children were in the Center's care. There shall be no charge when the Center is closed the entire day due to an interruption in public services.
7. Payment can be made to the Center Director; no payments are to be accepted by Center staff. Payment must be made in Money Order, Cashier Check, Debit or Credit Card. **NO PERSONAL CHECKS.**

**FAILURE TO PAY** Accounts that are not paid in full by agreed upon schedule shall result in an immediate suspension of child care services. If a client with an unpaid account brings his/her child/children to the Center, the Center Director shall immediately notify the client that his/her account is unpaid, which has resulted in the suspension of services. The Center Director shall decline to provide child-care services until the account is paid in full.

**CLIENT BILLING STATEMENT** Each client shall receive a billing statement containing the following information:

1. Center Name and Address:
2. Date of Statement:
3. Payment is due before or on the agreed upon schedule. If the due date falls on a weekend or Monday holiday, payment is due on the Friday prior to the weekend or Monday holiday.
4. Payment is delinquent if not paid in full by the agreed upon due date.
5. Payments not received in the Office of Early Learning Center by the agreed upon due date will result in an immediate suspension of Child Care Services.
6. Recent history of account:
7. Amount due:
8. Customer name & address:



9. Name of child/children:
10. Send Payments to Our Children's Garden, LLC.

Billing statements shall be prepared and sent on the 15<sup>th</sup> day of each month. If the 15<sup>th</sup> falls on a weekend or holiday, then the statement shall be mailed prior to the weekend or holiday. If the billing statement is not received by the 20<sup>th</sup> of the month, please contact the Center Director immediately.

## LETTER OF COLLECTION

1. **When Required:** a letter of collection shall be sent to a client whose account is unpaid after 2 Mondays without payment.
2. **Contents:** a letter of collections shall contain but is not limited to the following information:
  - a. History of account.
  - b. Amount due-including late fees.
  - c. Period for which Child Care services were provided.
  - d. Notice of final due date for payment.
  - e. Letter to include the statement.
3. **The Me-mun-see Hah-kee-hah-kun "Our Children's Garden" Early Learning Center shall terminate your childcare services if payment is not received by the last day of the month for which services were rendered and payment is due.**
4. No payment by final due date, child cannot return the next business day.
5. **File:** a file shall be maintained for all accounts terminated due to non-payment.
6. **Collection:** if an account has been terminated for non-payment the client responsible may not return to Me-mun-see Hah-kee-hah-kun "Our Children's Garden" Early Learning Center.
7. **Termination:** the Delaware Nation Me-mun-see Hah-kee-hah-kun "Our Children's Garden" Early Learning Center will suspend child-care services when an account is delinquent. The Client shall have until the close of business on the first day of the month for which services were provided to make payment along with a \$20.00 late fee to the Early Learning Center.
8. **Subsidy:** if a client qualifies for state/tribal/other childcare subsidy, a letter or notice in writing/email from the subsidy provider is required to honor this arrangement. Parents are still responsible for their co-payment per child within the first 5 service days of every month.

## **Program Information Confidentiality**

Information regarding all children will remain confidential and will not be released without written authorization from the parent/guardian. Our staff is trustworthy and will not relay information about your child to anyone. The only exception to this would be in the event a staff member suspected that a child was being neglected or abused. Any such suspicion will be reported to the Director and proper authorities for immediate investigation and action.

## **Visitor Requirements**

For the safety of the children, all visitors are required to sign in and receive clearance from the front desk upon entering the facility. We ask that you contact your child's teacher if anyone out of the ordinary will be visiting your child. This includes family members, therapist and case workers. During pandemics (COVID-19) no unnecessary visitors are allowed in the classrooms to include parents, unless breastfeeding.

## **Absence or Late Arrival**

We ask that parents notify their child's teacher 30 minutes before or at the time of child's normal arrival each day if their child will not be in or will be arriving late. This procedure aids in the staffing of classrooms, the preparation of meals and the safety of children.

## **Meals**

The ECLC serves three nutritious meals every day including breakfast, lunch and a supplemental afternoon snack. Each meal is prepared in compliance with CACFP the governing federal guidelines to assure high nutritional value. Parents may inspect a weekly menu posted each Monday. NO outside food is allowed at the Center. Meals will only be served at the scheduled times. Please check with your child's teacher to find out what time the child is scheduled to eat. If your child will not be here at meal time, please plan to feed him/her before he/she arrives.

## Holidays & Closings

The ECLC is closed on all federal holidays, as well as other days designated throughout the year.

President's Day

Veteran's Day

Memorial Day

Thanksgiving-National Native American Recognition Day

Independence Day

Christmas & New Year

Labor Day

Staff Training (TBD)

Prior notification will be given in the event of all other closings, except in the event of inclement weather or other emergency situations. Information regarding closings as a result of inclement weather can be seen on Channel 4 News. We will follow Anadarko Public School for inclement weather closings. A text or email will be sent from the Director to the parent/guardian with information concerning further closures due to inclement weather conditions. In the event of an emergency closing, parents will be notified as early as possible by the child's teacher through text or email.

## Arrival & Departure

Upon arrival and departure, please turn off the car's engine and remove the keys. The parent/guardian is required to bring the child/children into the Delaware Nation Early Childhood Learning Center to sign the child in and out daily. Please escort the child into his/her classroom. **No one under the age of 16 will be allowed to sign a child in or out, unless they are the parent of the child.**

If legal custody is a concern, the center must be notified immediately. Legal documentation must be provided and on file at the center. In this situation an I.D. and prior notice of any change will be required before the child will be released.

Departure procedure also requires parent/guardian to enter the center and sign the child/children out prior to leaving. **Only individuals listed** on the Child Information Sheet (Center & DHS) will be allowed to pick up the child. If someone other than an approved person is to pick up the child, the parent/guardian must notify the center in writing. There will be **NO EXCEPTIONS** to this policy. I.D. will be checked to verify the person picking up the child. If the parent/guardian will be late picking up the child, please call and let us know. This will minimize any concerns. A late pick-up fee will apply to all children who are picked up after 6:00 P.M.

Please keep in mind this is for the child's safety & protection!

## **Parking Lot Guidelines**

Our parking lot can be a very busy and dangerous place for a small child. It is especially busy early morning and late afternoon. Please help us keep everyone safe. We have the following guidelines, and we ask for your cooperation:

1. Always hold your child's hand in the parking lot.
2. Always accompany your child into and out of the building. Never let a child walk alone in the parking lot.
3. Upon arrival, please turn off the car engine. Never leave young children unattended in the car while you are in the building.
4. Please always drive slowly in the parking lot and watch for children and other parents walking to and from the building. Also, please observe all traffic signs and speed limits.
5. Do not park in the fire lane. This is designated by the red paint on the sidewalk that runs the length of the building. This area is for buses and emergency vehicles only.
6. Only park in the handicap spaces if the vehicle has a valid handicap sticker or tag.
7. To provide for the health, safety and welfare of all who utilize our childcare program, repeated violations of traffic rules in and around our facilities may be cause for dismissal from the program.

## **Child Passenger Safety**

At the ECLC, our top priority is the health and safety of the children. Therefore, all children are required to be in a car seat when riding in a car. Oklahoma Law requires that all children under the age of six are required to be in a properly installed child restraint system at all times.

All children are required to be in car seats. If someone arrives who does not regularly pick up the child a staff member will accompany them to the vehicle to ensure there is a car seat in place for child. The child will not be allowed to leave until a seat is brought to the center and is properly installed.

## **Weather Safety**

In the event of severe weather, the staff will escort the children to our safe room. The safe room has been designed to withstand severe weather and high winds. This is the safest place for your child in the event of a tornado or severe weather. If you arrive to pick up your child while we are under a tornado warning, you will not be allowed to leave with your child until the warning has been cancelled. However, you are welcome to join your child as we seek shelter.

## **Parent Involvement**

Parents are the most significant people in a child's life. We strive to create mutual respect between parents and teachers—a partnership created for the benefit of the child. We promote parent involvement in a variety of ways. We offer parent conferences with teachers, daily sheets, parent bulletin boards, monthly parent meetings and resource materials. We also encourage parents to attend all special events, such as field trips and classroom parties.

## **Communication**

A child's environment and circumstances can drastically affect his/her behavior. If your child experiences dramatic life changes, such as separation, divorce or death of a loved one, please let his teacher or the Center Director know. These situations can affect a child in many ways. If we understand the reason behind a certain behavior, we can better help the child deal with his circumstances. We are committed to keeping all information completely confidential.

## **VIP Meetings**

We recognize that parents are not the only ones raising children or wanting to take an active role in their education. In light of that, we have stopped addressing only parents in our correspondence and have started referring to everyone as VIP's or very important people in each child's life.

We will have monthly VIP meetings and all parents, grandparents and guardians who are interested in being an active part of their child's early childhood learning education/experience are invited to attend. At our meetings we discuss various topics that affect children and families. For your convenience, parents/guardians wishing to attend meetings, we will provide supervision for your children (ages 6 weeks to 12 years) during the meetings. During a pandemic, such as COVID-19, we will adhere to all CDC guidelines.

## **Open Door Policy**

The ECLC maintains an open-door policy and encourages open communication and feedback. Parents are welcome at the center at all times and are encouraged to spend time in their child's classroom. During a pandemic there will be special health and safety guidelines from the CDC that will be strictly followed.

## **Parent Correspondence**

A daily sheet will be sent home for each child. This will inform you about your child's day. Please read over the daily sheet to see what your child is learning and how his/her day has gone.

On occasion, we will send out notes or letters to parents about different activities or concerns at the ECLC. Please read the letters carefully; we don't want any parent/guardian to miss out on important information or a child to miss out on any of our activities.

## **Parent Code of Conduct**

We recognize that parents make the decisions concerning the discipline of their children. However, we cannot allow any parent/guardian to physically discipline their child at the center. This includes any form physical discipline such as spanking, slapping, biting, etc. Every person, private citizen or professional who has reason to believe that a child has been abused, is required by law to promptly report the suspected abuse. This includes non-accidental physical, verbal or mental abuse. Parents will be warned and reminded of the policy if they are observed using physical discipline at the Center. If the practice continues, it can lead to termination of child-care services. Also, if a parent/guardian consistently violates the policies set forth in this handbook or fails to cooperate with his/her child's classroom teacher, that child can be dismissed from our program.

Also, in the event that someone authorized to pick up a child violates these policies or is consistently disrespectful or confrontational with teachers or staff, that person may be removed from a child's pick-up list per Center Director.

## **Toilet Training**

We hope that children, from toddlers on up, will be toilet trained. However, it is not required. We are happy to work with families to achieve this important milestone. We feel there is a window of opportunity that comes at approximately 2 years of age, and we will try to maximize this opportunity. We know from experience that when the same practices are enforced at school and at home, the child will be more successful. So please collaborate with your child's teachers on potty training specifics for your child.

## **Discipline**

One of our goals at the ECLC is to help each child develop a positive self-image and the essential social and emotional skills he/she will need to be successful throughout his/her education and success in life. Children who have conflicts with others while attending our center will be encouraged to resolve those conflicts by verbalizing their feelings and frustrations.

One of the roles of the classroom teacher is to assist children in positive problem solving. Our staff views discipline as guidance, not punishment. We believe that discipline should be about instructing, educating, skill building and focusing on solutions. We believe in the Positive Discipline approach which is always loving, encouraging and affirming. Although we do not believe in punishing a child for a behavior, we do feel that children should

understand that all choices have consequences. Therefore, when faced with unacceptable behaviors such as hitting, kicking, biting, spitting, etc. we apply principles that are both kind and firm.

Verbalizing feelings, redirection, and calmly explaining to children what they may or may not do are some of the techniques we use at the Center. At all times, parents or VIP's will be advised of behavior problems either in the form of one-on-one communication with the classroom teacher or Center Director. If the behavior continues or worsens, a parent meeting may be required to discuss the situation, possible solutions and different resources available. Parent/teacher cooperation is needed at all times to resolve conflicts.

In the event the behavior cannot be changed, or is putting others at risk, and we feel we have exhausted all our resources, we may have no other choice than to dismiss a child from our program.

## **Biting**

Unfortunately, biting is a very common behavior in an early childhood classroom, especially among toddlers. There are many reasons that a child may bite. Most reasons are not related to behavior problems. The most effective way to stop biting is to discover the reason the child is biting.

The manner in which an adult reacts to a bite can affect the situation tremendously, either in a positive or negative way. When a child bites, the teacher will remain calm and determine what the child experienced just before he/she bit. We express a strong disapproval of biting but will never use any response that will harm a child or that is known to be ineffective. We give immediate attention, and if necessary, first aid to the child who was bitten. We will offer to put ice on the bite if the child is willing. If the skin is broken, we will clean with soap and water and apply a band-aid if the child will allow us.

When a child bites or has been bitten, the parent/guardian is informed personally and privately the same day of the incident. Biting is always documented on our standard incident report. It is completed by a staff member who witnessed the incident and signed by a supervisor. **We will always keep the name of the child who had bitten confidential.**

When there are episodes of ongoing biting, we work with parents and teachers to develop a plan for addressing the problem. Each child is different, so each plan will be individualized for that child and is always kept confidential. Because we understand that biting is a developmental behavior, we want to work with parents and children to halt the biting. Parent cooperation is necessary for this process to be successful.

A child can be dismissed from our program after several biting incidents; however, we hope to help the child learn and exhibit more appropriate behavior. If we have exhausted all efforts to alleviate the problem and the biting persists, we must consider the safety of the other children and terminate child care services.

Although biting is common among young children, it is still upsetting for everyone involved. Our staff works hard to keep all children safe and help the children who are biting learn more appropriate behavior. We understand that the parent of the child who has been bitten will have questions and concerns. If this situation arises, please direct those questions to your child's teacher or the ECLC Director. We understand that situations like these can be difficult, but we hope to resolve the problem in a respectful and professional manner.

## **Medical/Health Information**

### **Sick Policy**

Because we are concerned for the health of all the children in our care, the following guidelines have been created. **We ask that you read over our sick policy carefully, and we appreciate your cooperation in complying.**

We are a well-child center, so children who are ill will **NOT** be accepted. The following are examples of why a child will not be allowed to remain at the center:

- A child who comes to the center ill;
- A child who becomes sick during the day;
- A child who has been sent home previously and returns to the Center before the specified time required;
- A child with signs or symptoms of possible illness such as lethargy, irritability, persistent crying or any other unusual signs, until medical evaluation allows inclusion.

Our Children's Garden, LLC will comply with CDC guidelines and use *Caring for Our Children* fourth edition as a reference/resource. In all situations, we reserve the right to send home any child with suspicious or prolonged symptoms. This will be the decision of the teacher & Director.

### **Illness**

In the event any of the following occur, we ask that you keep your child at home:

1. A temperature of 100 degrees or more within the last 24 hours
2. Ear ache or draining ear (colored drainage is a sign of infection)
3. Uncontrolled cough



4. Unidentified rash
5. Red, runny or matted eyes
6. Vomiting
7. Diarrhea-two or more episodes within the last 24 hours
8. Excessive fatigue

A child who is ill does not benefit from our program and can adversely affect the health of the other children. If you have any doubts about your child's health, please keep him/her at home and contact your doctor.

## **Flu**

The Delaware Nation Early Childhood Learning Center takes the following safety precautions that have been recommended to us by a pediatrician. Influenza is contagious prior to and through 24 hours before the fever and/or up to a week afterwards. One of the main symptoms is coughing and high fever. If your child shows any of the flu symptoms, please keep him/her at home. **The child must be out for seven days if diagnosed with the flu.** The early childhood center will not accept children who have flu symptoms.

## **Medication Policy**

No medication, prescription or otherwise, will be given without current Medication Authorization form signed by the parent/guardian on file at the center. Verbal instructions **will not** be accepted. A form will be required for each medication. If a child has a chronic medical problem, the parent may sign an authorization for a period of up to six months. The medications given will always be noted on the child's daily sheet.

The ECLC strongly suggests that all medication be given at home. However, if a child requires medication while attending our center, the following medication administration guidelines must be followed.

### **Prescription Medication**

Prescription Medication will not be administered unless it is part of therapeutic treatment prescribed by a physician. The medication must meet the following criteria:

1. Administered by the designated personnel except for diaper cream;
2. Original container
3. Labeled with child's name, medication name, recommended dosage, time intervals for administration, refills allowed, date and physician's name and phone number;

4. Must only be given according to the instructions on the label and on a 24-hour schedule (for example, if a medication is to be given three times a day, it is to be given every eight hours);
5. Must be more than 14 days from the expiration date on the label;
6. Medication will only be given to the child for whom it was intended.

### **Over-the-counter-medication**

Over-the-counter-medication may be given on an infrequent, non-routine basis under specific written direction from the parent/guardian. However, these instructions must be consistent with the manufacturer's label. If they are not, specific written instructions from a doctor will be required. At no time will medication be given for fever.

#### Label and Storing Medication:

1. Stored in locations, such as cabinets or drawers, clearly labeled medications;
2. Refrigerated medications are stored in a container clearly labeled medication;
3. Diaper creams may be stored in the diaper changing area or with the child's personal belongings when inaccessible; and
4. Life-threatening condition medications, such as epinephrine pens and rescue inhalers are near the child for immediate administration when needed, such as being in the same classroom or supplemental play area as the child, outdoors when the child is outside or with staff on field trips.

### **Breathing Treatments**

We ask that a child's first breathing treatment always be given at home before the child comes to the center. Parents must supply the nebulizer, and the original labels will be required on each medication.

### **Rest**

#### **Infant safe sleep environment description:**

1. Appropriate sleep environment. Infants sleep in cribs with sides fully raised and secured.
2. Infants sleep directly on tight-fitted sheets covering the mattresses.
3. Only pacifiers without attachments to them are in rest equipment with infants, when used.
4. Infants are protected from overheating by adjusting room temperature and clothing
5. Covers, including blankets are prohibited.

6. Sleep positioners and elevated mattresses are prohibited, unless there is a medical reason as documented. **Must have physician statement on file.**
7. Infants are placed on their backs for sleeping, unless there is a medical reason an infant should not sleep in this position. **Must have physician statement on file.**

## **Use of Insect Repellent**

The ECLC does not supply insect repellent. A permission form must be signed and on file before use of such items. Parents must supply their own insect repellent with child's name.

## **Accidents**

In the event of an accident, the parent/guardian will be notified, and an injury form will be completed. Parents will be notified of any accidents at the time of pickup. However, if the incident is severe, the parent/guardian will be contacted immediately. All ELC staff members are certified in First Aid/CPR.

## **Head Lice**

**When live lice or nits are found, the following steps will be taken.**

1. The parent/guardian is notified to pick up child immediately. The parent will be instructed to treat both the child's hair and environment.
2. The child may return to the center 24 hours after treatment. The staff will inspect the child's hair to determine if the child can return.
3. If live lice or nits are found a second time, the child will be allowed to return to the center only with a note from their doctor or health department.
4. If a child is sent home three or more times, a referral will be made to a public outreach worker or public health nurse. A home visit will be made to help educate the parent on treating head lice in the home.
5. If it continues to be a problem, DHS or Delaware Nation Child Welfare will be contacted.

## **Sunscreen Methods**

Sunscreen will be administered to children for outside activities. Parents are required to supply the sunscreen for their child. All children must have a written permission on file.

## **Child Abuse**

### **What is the law?**

Oklahoma law defines child abuse as "harm" or "threatened harm to a child's health or welfare by a person responsible for the child" This includes non-accidental physical or mental injury, sexual abuse or neglect.

### **Who must report?**

Every person, private citizen or professional who has reason to believe that a child has been abused, is required by law to promptly report the suspected abuse. Failure to do so is a misdemeanor. Any person making a report in good faith is immune from civil and criminal liability and the name of the person reporting is always kept confidential.

### **When to report?**

A report should be made when there is reasonable cause to believe that a child has been abused, neglected or in danger of being abused.

### **How is abuse reported?**

A report may be made to any county office of the department of human services, the Oklahoma Statewide Child Abuse Hotline, 1 (800) 522-3511 or Delaware Nation Indian Child Welfare.

### **Contact Information**

Please contact your child's teacher or Center Director if you have questions regarding the information in this handbook. We look forward to serving both you and your child.

## **Glossary of Terms**

**Child and Adult Care Food Program (CACFP)** The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers. CACFP contributes to the wellness, healthy growth, and development of young children and adults in the United States.

**Oklahoma Early Learning Guidelines (OELG)** The purpose is to enhance *learning experiences* for Oklahoma's youngest children and help provide a safe, nurturing and developmentally appropriate environment. The *Early Learning Guidelines* provide examples of experiences that can be used to build relationships, develop purposeful play and guide program development.

**Oklahoma Department of Human Services (DHS)** Government assistance to help individuals and families in need help themselves lead safer, healthier, and more independent and productive lives.

**Early Childhood Learning Center (ECLC)** Delaware Nation Early Childhood Learning Center.

**Confrontational-** a situation in which people or groups with opposing ideas or opinions disagree angrily; Pertaining to a confrontation; characterized by, or given to initiating hostile encounter; in-your-face. behaving in a way that shows you want to have an argument or fight with someone.

**Disrespectful-** To *disrespect* someone is to act in an insulting way toward them. When you *disrespect* people, you think very little of them.

*Disrespect* is all about not showing *respect*. It's about showing the opposite of respect, by acting rude, impolite, and offensive.

To show no respect in the way that you speak or behave to someone.

**HighScope Curriculum-** Play-based, child-centered, and grounded in research, the HighScope Curriculum features active learning at its core. In a HighScope classroom, children are guided to explore, interact, and exercise their creative imagination through purposeful play. Well-prepared teachers support and extend each child's learning based on their developmental levels, so children enter school ready and eager to learn. It is uniquely designed to provide a rich academic foundation while promoting independence, decision making, cooperation, creativity, and problem solving in young children. How? The HighScope Curriculum includes learning objectives, effective adult interaction strategies, and assessment measures that help programs ensure a high-quality experience for *all* learners.

Office of Child Care- The Office of Child Care (OCC) supports low-income working families by providing access to affordable, high-quality early care and afterschool programs. OCC administers the Child Care and Development Fund (CCDF) and works with state, territory and tribal governments to provide support for children and their families juggling work schedules and struggling to find child care programs that will fit their needs and that will prepare children to succeed in school.