Parent Handbook

West Branch Community Early Learning Center

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Parent Handbook

West Branch Community Early Learning Center

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Overview

"It takes a community to raise a child" is the motto at the West Branch Community Early Learning Center, which will be referred to as WBCELC. We respect parents/guardians as the primary and most important providers in the care and nurturing of their children and believe that parents/guardians and staff can work together as partners. We welcome parents/guardians to visit WBCELC any time.

WBCELC, formerly West Branch Community Daycare Center, was first established as a 501c (3) non-profit entity in 1984 to answer the need for licensed childcare in the West Branch area. Community support has been so strong that, after finding homes in a residential area and then the Friends Church, community contributions made it possible for us to build our permanent center on Orange Street in 1998. Our name changed in 2014, reflects our commitment to offering care and enhanced learning experiences for children ages 6 weeks through 5th grade.

WBCELC is a licensed childcare program regulated by and satisfying the requirements of the Department of Health and Human Services. WBCELC is currently licensed to serve 97 children.

WBCELC before and after school program for school-aged children (Kids Club) is held at Hoover Elementary School. The Kids Club provides care during the school year. Summer and vacation programs are also available when school is not in session.

As a non-profit entity, WBCELC is governed by the West Branch Community School Board that meets each month to review the policies, procedures, and budgets for all programs. WBCELC Director is charged with overall administrative oversight of all activities.

Our Program

WBCELC is more than just a traditional program, WBCELC offers the following programs:

- Childcare: Full time care for infants and children ages six weeks through preschool age. Beginning at age 3, children are introduced to a preschool curriculum. WBCELC uses Creative Curriculum, to guide our planning of developmentally appropriate lessons that focus on school readiness and social/emotional development. Learning centers are made available to help teach children about themselves, and their environment and group times are incorporated into the schedule each day.
- Kids Club: Educational and recreational activities for school-aged children (K-5th grade) before and after school, during school holidays, and during the summer months. The program operates out of Hoover Elementary School.

Purpose and Philosophy

Teachers support and guide children in a carefully planned environment. The children are given choices and teachers help them make decisions. The emphasis is on discovery, not on whether

something is right or wrong. WBCELC classrooms consist of children in similar developmental stages. We believe that each child is an individual who develops at an individual rate. Children learn about the world, and themselves, through active exploration. WBCELC provides a wide variety of materials to help children develop skills, movement, language, self-concept, self-help, socialization, and creativity. Children can pursue individual interests, work, and play cooperatively, develop friendships, grow in confidence, independence, and respect, for themselves and others, in a relaxed, trusting atmosphere.

Classroom Transitions

The transition to another classroom does not always occur on a child's birthday, but rather when the child shows development readiness, or the team agrees it is in the child's best interest. WBCELC usually transitions children from one group to the next at the end of summer. Transitions are planned according to the number of openings after preschoolers leave for kindergarten. Parents/guardians are encouraged to visit their child's new classroom during the activity times of a normal day and meet the new teachers and classmates. Some children take more time to feel comfortable with the new settings and slightly different routines. If a child is having a difficult time transitioning to the new class, the parents/guardians and teachers will work together to individualize the process.

Supervision

Methods of supervision caregivers directly supervise infants, toddlers and preschool children by sight and should always, even when the children are in sleeping areas. Caregivers will regularly count children on a scheduled basis, at every transition, and whenever leaving one area and arriving at another, to always confirm the safe whereabouts of every child. Developmentally appropriate adult to child ratios will be met during all hours of operation, including indoor and outdoor play, following precautions for specific areas and equipment. Active and positive supervision involves:

- Name to face checks when moving children from one location to another.
- Knowing each child's abilities.
- Establishing clear and simple safety rules.
- Being aware of potential safety hazards such as bodies of water.
- Standing in a strategic position to view the whole group.
- Scanning, play activities and circulating.
- Walking around the outside play area.
- Sitting with children during mealtimes.
- Maintaining a list of the children in your care for the day to be used for name to face checks.
- Including at least one extra staff member for walks.
- Changing tables are positioned to face the group.

West Branch Community Early Learning Center Goals

- to provide affordable quality care for children and families.

- to provide an atmosphere that encourages communication between parents/guardians and WBCELC staff.
- to provide reliable supervision in a safe, supportive environment.
- to create an environment where children can pursue individual interests and become independent learners, confident with their own abilities.
- to provide caring, nurturing, supportive staff who will encourage each child to have a positive self-image.

Admission

Any infant or child six weeks to pre-kindergarten age is eligible for admission to WBCELC. WBCELC does not discriminate based on race, sex, color, creed, national origin, or ethnic background. Children with special needs will be considered for admissions on an individual basis.

Direct Care Employees

WBCELC utilizes the following minimum requirements to guide our adult to child ratios**:**

Age:	**Minimum Ratio:**
6 weeks-2 years	One adult to every four children
2 years	One adult to every seven children
3 years	One adult to every ten children
4 years	One adult to every twelve children
5-9 years	One adult to every fifteen children

Enrollment - Required Forms

To satisfy state licensing requirements, parents/guardians must complete and submit the following records before starting the program:

- Child information sheet (enrollment information**)**
- Registration form (annual)
- Consent for emergency medical/dental treatment, pick-up, release of information permission form
- Statement of health status and immunization declaration
- Sunscreen

All paperwork must be on file **one week** prior to the child's determined start date. Children receiving state financial assistance must have all additional required state forms on file prior to the child's determined start date.Children enrolled in state Child Care Assistance program

should be visible on the center's portal prior to the child's determined start date. The Director will communicate when the child has been made visible.

Waiting List
A waiting list will be made for care, should the need arise. Priority is offered to full-time infants and to siblings of those currently enrolled in a WBCELC program.
Children enrolled in WBCELC have priority spots reserved in our Kids Club program.

Fees, Payment, Hours, Holidays

Enrollment Fees and Payment
Effective January 1, 2026, an initial enrollment fee of $100.00 per child is required. The parent/guardian and director will determine a general schedule for each student. Should a child's schedule deviate significantly from their typical routine, the parent/guardian will notify WBCELC promptly to communicate the change. Payment, in full, will be required regardless of absences due to sickness or otherwise.

Rates for care are as follows:

WBCELC

Age	**Weekly**	**Monthly**
0-2	$290	$1256
2	$250	$1083
3	$225	$974
Wrap Around	$170	$736

Kids Club

	Weekly	Monthly
School Year	$100	$433
Summer	$190	$823

Age Adjustment
Rates adjusted based on age will be made the first full week following the child's birthday.

Drop-In Care

WBCELC does not offer drop-in or part-time care.

Child Care Assistance (CCA)
Families utilizing the CCA program will be responsible for any fees charged by the state. Families are responsible for maintaining their active CCA status. Applications will be completed and submitted by the parent/guardian and must be actively enrolled prior to the child starting. WBCELC is not responsible for notifying parents and/or applying for re-enrollment. Families will be responsible for any charges accrued during lapse of active status.

Vacation Rate
A vacation credit of one week at ½ the regular rate will be applied for families who meet the following guidelines:

- Vacation days must be taken consecutively to receive a credit.
- notices must be made to the director, in writing, at least two weeks prior to the child's absence. Failure to provide at least two weeks notice may result in charge of regular rate regardless of absence.
- After vacation absence has been determined by the family and director, the child may not attend WBCELC for the duration of that time unless previously agreed upon.
- Vacation credits must be used by the end of the calendar year. Credits will not roll over to subsequent years.

Fall Deposits for Summer Off
Any child, two or older, leaving for the summer shall have a spot reserved for the fall, given the parent/guardian places a non-refundable $50.00 deposit prior to their summer absence. Should the child not return in the fall, the deposit will be forfeited. Half of the deposit will be credited to the child's first week of enrollment once they return. Infant spots may be reserved should the family pay the regular rate the entirety of the child's absence.

Rate Increase
Rates will be evaluated by the School Board Members on a yearly basis and periodic adjustments will be made as necessary to ensure that WBCELC maintains their operational expenses.

A reminder to parents: the rates are based on the operational expenses (staffing, groceries, program materials, etc.). The building (and future construction) is supported by past / future donations, fund raising activities, and the volunteer efforts of our parents.

Payment
Families may choose monthly or weekly payment. Payments will be made by auto withdrawal using our tuition express system. Families will complete a tuition express form prior to their first day enrolled. Should families need to update billing

information, a new tuition express form must be completed and returned to the director immediately.

Monthly payments will be charged the first working business day each month.
Weekly payments will be charged the first working business day each week.

Any returned payments and or declined payments will be charged a $25 fee. Returned or declined payments gone unpaid for 5 or more business days, shall result in disenrollment until payment is made current and as availability allows. Frequent late payments may result in permanent dismissal from the program.

Program Hours
Operating hours for WBCELC are Monday-Friday, 7:00 AM-6:00 PM

The center will be closed for the following Holidays:
New Year's Eve
New Year's Day
Memorial Day
Good Friday
Third Monday in April - April 20, 2026 (Professional Development)
Independence Day
Labor Day
Third Monday in October - October 19, 2026 (Professional Development)
Thanksgiving Day
The Friday after Thanksgiving
Christmas Eve
Christmas Day

Should the holiday fall on Saturday, WBCELC will be closed the Friday prior. Should the holiday fall on Sunday, WBCELC will be closed on the following Monday.

Parent/Guardian Responsibilities

Arrival and Departure
Upon arrival/departure, the child's parent/guardian will sign them in or out on the Procare App and ensure the teacher(s) supervising the child are made aware of their arrival or departure. The operating hours must be respected. Children will not be dropped off prior to 7:00 AM. Any child picked up after 6:00PM will be charged a fee of $1.00 per minute.

Absences
If an enrolled child will not be attending for any reason WBCELC should be notified in advance via phone call, email or message on Procare Engagement.

Transportation
Parents/guardians are responsible for their child's transportation to and from Kids Club.
Parent/Guardian Code of Conduct
WBCELC requires the parents/guardian or family members of enrolled children to behave in a manner consistent with decency, courtesy, and respect. A goal of WBCELC is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of WBCELC, but the responsibility of each parent/guardian or family member who enters WBCELC. Parents/guardians are required to behave in a manner that fosters this ideal environment.

Violation of this Parent Code of Conduct will not be permitted on WBCELC property thereafter:

- Swearing / cursing- family members will not curse while on WBCELC property regardless of the presence of a child or lack thereof. Such language is considered offensive and will not be tolerated. Any complaints regarding the program will be directed to the office either verbally or written. At no time shall inappropriate language be directed or used toward members of the staff.
- Threats- Threats of any kind will not be tolerated. Any and all threats will be reported to the appropriate authorities and will be fully prosecuted by the law.
- Punishment- physical or verbal punishment of any kind will not be tolerated. WBCELC does not support nor condone corporal punishment of children, such acts are not permitted in the facility.

Parents/guardians are welcome to discuss their child's behavior with the teachers and/or director should they feel necessary to seek advice on developmentally appropriate disciplinary actions.

- Parents / guardians are prohibited from addressing a child that is not their own, for the purpose of correction or discipline.
- No parent/guardian, or other adult, may physically punish another parent's child. If a parent / guardian should witness another child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent/guardian to direct their concern to the Director. Behavior concerns related to a child that isn't their own, should be brought to the classroom teacher or Director's attention.The teacher and/or Director will address the issue with the other parent, and the outcome will not be discussed with the reporting party.
- All employees are required to maintain confidentiality. All discussions regarding other children in the program should be directed to the administrator.
- Any communications regarding students, classrooms, staff, or operations should be made through the Procare App and/or via email. Staff will not discuss daily operating procedures outside of operating hours.
- Car audio shall be at an appropriate volume while on WBCELC property.
- Appropriate dress attire is required while you are dropping off or picking up your child.

- The following attire is required: shirts free from profanity and/or obscene images, shoes, pants or shorts worn around the waist, any tattoos with obscenities or profanity must be covered.

Violation of the parent code of conduct may result in immediate termination of care.

Personal Belongings

Bedding

In accordance with state and safe sleep regulations, swaddles are not allowed in the daycare with the exception of a doctor's note. Sleep sacs or wearable blankets with or without arms are encouraged as an alternative. Children 12 months and older may bring a blanket no larger than 48x72 inches. We ask that families do not bring a sleeping bag for their child. Bedding will be sent home weekly to be laundered. If a small pillow is sent it must be labeled and it must have a pillowcase, which can be laundered each week. Children under two years of age will not be permitted to use a pillow.

Clothing

At least one extra set of clothes, suitable for the current season, should be left at WBCELC for each child.

Diapering

Diapers and wipes will be provided by the child's family, parents will be notified promptly when supplies are running low for their child.

Other

All belongings for your child will be sent in a labeled backpack and kept in their current classroom. **Toys from home are not permitted unless it is approved by the child's teacher and/or the director.**

Discipline

Discipline and Discharge

WBCELC guidelines stress the use of a positive approach to discipline to create an environment which encourages children to behave in a positive, constructive manner. The Director works with staff to establish behavior guidelines and strategies for working with individual children. To be consistent in their approach, staff discuss and implement disciplinary techniques that are appropriate to the development levels of children in their groups.

A serious discipline problem is defined as one in which a child is hampering the day-to-day operation by:

- Requiring frequent one-on-one attention.
- Inflicting physical or emotional harm on other children.

- Abuse of staff.
- Acting in an otherwise unsafe manner after repeated correction.
- Otherwise failing to conform to the rules and guidelines of the program.

WBCLEC may not be a suitable environment for all children. If a child is not able to adjust to the program setting, the Director will notify parents/guardians of the situation and request that a meeting be arranged to discuss a solution that satisfies both the family and the center. If improvement does not occur, the Director may recommend that a child be discharged from the program. Before such a decision is made final, a discussion will be held in a conference that will include the parents/guardians, the Director, and the Superintendent.

Dismissal
WBCELC reserves the right to dismiss any child at any time, with or without cause. Parents/guardians will be refunded any unused tuition within two weeks of the dismissal. A check will be mailed to the address indicated in the child's file.

The Director or designee will assist the parent/guardian in gathering their child's belongings at the time of dismissal and parents/guardians are required to leave the property in a calm and respectful manner immediately. WBCELC will request assistance from local police should any parent/guardian become disruptive and or uncooperative while gathering their child's belongings upon dismissal.

Should the dismissed family feel necessary to discuss dismissal further, an appointment will be made by phone at an agreed upon time by the family and director. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parent/guardian. Following a dismissal, any harassment, threats or harm inflicted to anyone affiliated with WBCELC by calling, writing, or any other means, will be fully prosecuted by West Branch Community Early Learning Center.

Grievance Procedure
Should a parent/guardian have concerns regarding WBCELC, staff, or activities negatively impacting their child, a written or verbal grievance to the Director will be made.
If the matter is still not resolved to the satisfaction of the parents / guardians, it may be brought to their attention, via a written statement of complaint, to the Superintendent. The Superintendent will contact the parties involved within two weeks, at which time a meeting with the all parties involved will be set for the purpose of resolution.

Mandatory Reporter
Reporting of Suspected Child Abuse, Neglect or Exploitation- WBCELC will report to the Department of Human Services, as required by state and local laws, any instance where there is reasonable cause to believe that child abuse, neglect, or exploitation may have occurred. Failure to report any suspected case of abuse could result in revocation of WBCELC license, immediate termination, suspension of employment and/or criminal charges.

WBCELC employees must participate in two hours of training on mandatory reporting of child and dependent adult abuse within the first six months of employment and every three years thereafter to comply with licensing requirements.

Mandatory Reporting Cont.

Section 232.69 of the Iowa Code requires that every employee of a licensed day care or preschool facility who, in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse, mental injury, child prostitution, denial of critical care, bestiality in the presence of the child, manufactures a dangerous substance or is in possession of a dangerous substance shall immediately report the suspected abuse directly to the Department of Human Services.

Section 232.70 of the Iowa Code requires that each report made by a mandatory reporter, as defined in Section 232.69, should be made both orally and in writing. The oral report must be made by telephone or otherwise to the Department of Human Services. If the person making the report has reason to believe that immediate protection of the child is advisable, that person shall also make an oral report to an appropriate law enforcement agency, the written report must be made to the Department of Human Services within 48 hours after the oral report.

By law, the oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

a. The names and home address of the child and his parents/guardians or other persons believed to be responsible for his or her care.
b. The child's present whereabouts if not the same as the parent's or other person's home address.
c. The child's age.
d. The nature and extent of the child's injuries, including any evidence of previous injuries.
e. The name, age, and condition of other children in the same home
f. Any other information which the person making the report believes might be helpful in establishing the cause of the injury to the child, the identity of the person or persons responsible for injury, or in aiding the child.
g. The name and address of the person making the report.

Legal sanctions for failure to report

Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.

Any mandatory reporter who knowingly fails to report is civilly liable for damages approximately caused by such failure (Legal Reference 232.75).

Any mandatory reporter who, in good faith, makes a report of child abuse or participates in the investigation of child abuse has immunity from any liability, civil or criminal. Records and / or information pertaining to the abuse may be released to the child abuse investigator without release required in other situations (Legal Reference 232.73).

To report Child Abuse anytime, call toll free statewide 1-800-362-2178, you may also call collect.

What is child abuse and neglect?

1. Physical abuse legal definition Iowa Code 232.68(21) - "any non- accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as a result of the acts or omissions of a person responsible for the care of the child". Possible indicators - frequent injuries explained as "accidents", unusual bruises, welts, burns, fractures, or bite marks.
2. Sexual abuse legal definition - Iowa Code 232.68(2d) – "commission of any sexual offense with or to a child as defined by Chapter 708, Section 726.2 or section 728.12, subsection 1, as a result of the acts or omissions of the person responsible for the care of the child". Abuse acts include anal, oral, or genital intercourse; fondling private parts; and indecent exposure. Also, any acts or omissions that allow, permit, or encourage the child to engage in child prostitution or pornography. Possible indicators - torn, stained or bloody underclothing, experiences pain or itching in genital areas, has venereal disease.
3. Denial of critical care legal definition Iowa Code 232.68(2) "failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's health and welfare when financially able to do so or when offered financial or other reasonable means to do so". Possible indicators (occurring in patterns) - child is often not clean, is tired, and has no energy, clothes are dirty or wrong for weather, comes to school without breakfast, seems alone too often, child may be demanding or unusually shy, behind developmentally for his or her age in physica!, emotional, or intellectual development, child left alone and not old enough to handle this responsibility, a cluster of behaviors including, poor relationship with other children, appears withdrawn, engages in delinquent acts, or runs away,

Abuse Allegations against an Employee

If an employee is being investigated for an abuse allegation by DHS, WBCELC administration will cooperate with and review the allegation statements with the DHS investigator.

Miscellaneous Policies

Field Trips

At the present time, only field trips taken are within walking distance of WBCELC. Children are not transported in vehicles. If a future field trip requires transportation, parents will be notified in advance with specific details, permission forms will be required. The center will work with the West Branch School District to utilize appropriate vehicles (buses or vans) to be driven by appropriately licensed drivers.

Meal and Snacks
Breakfast, lunch, and afternoon snacks are provided by WBCELC. Infant feeding and special diets must be supplied by individual families. Parents/guardians are encouraged to supply occasional snacks, but arrangements to do so should be made in advance with the Director. Meals and snacks meet the CACFP nutritional guidelines. WBCELC will accommodate a child's dietary needs as they arise, to the best of our ability.

Both the Center and Kids Club are peanut, tree nut, and pineapple free facilities. Any food that contains or "May Contain…" peanuts, tree nuts, or pineapple is not permitted. A list of nut free snacks is available upon request at the center.

Scheduled Rest Periods, Sleep Arrangements and Safe Sleep
WBCELC provides an opportunity for, but does not require, sleep and rest. We make available a regular rest period for school-aged children, if the child desires. For children who are unable to sleep, WBCELC provides a time and space for quiet play. Most preschool children in all-day care benefit from scheduled periods of rest. This rest may take the form of actual napping, a quiet time, or a change of pace between activities.

Babysitting
Staff are allowed to babysit for our families. WBCELC no longer accepts responsibility for the action of the employee outside of the employee's scheduled shift.

Health and Safety

Visitors
Parents/guardians are welcome to observe WBCELC at any time. For reasons of liability and supervision, children who are not enrolled in the program cannot visit or participate in program activities unless accompanied by a parent/guardian.

Access Policy
Centers are responsible for ensuring the safety of children and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility,

1. Any person who is present at WBCELC and is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with childcare shall not have "unrestricted access" to children for whom that person is not the parent/guardian or custodian and are not to be counted in the staff to child ratio.

**Unrestricted access" means that a person has contact with a child alone or is directly responsible for childcare.

**It is imperative that those without a documented background check, not assume childcare responsibilities or be alone with children. This directly relates to child safety and liability to the facility.

2. Persons who do not have unrestricted access will be always under the direct supervision and monitoring of a paid staff member and will not be allowed to assume any childcare responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he or she delegates it to the teacher assistant due to a conflict of interest.

**Supervision includes overseeing an individual engaged with children in an activity or task to ensure the safety of the child.

**Monitoring includes ensuring all codes of conduct are being followed in accordance with our handbook.

3. WBCELC staff will safely approach anyone on the property without their knowledge and determine their purpose. Should the need arise, staff will contact the Director or On-Site Supervisor to get approval for the person to be on site. If the situation becomes dangerous, staff will follow the "intruder in the facility" procedure. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on the premises.

4. Anyone who has been convicted of a sex offense against a minor, including a parent/guardian or custodian, is required to register with the Iowa Sex Offender registry (Iowa Code 692A):

Persons registered with the Iowa Sex Offender Registry:

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at the childcare facility.
- Shall not be on WBCELC property without the written permission of the Director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the facility.
- The facility Director is not obligated to provide written permission and must consult with the DHS licensing consultant first.

If written permission is granted it shall include the conditions under which the sex offender may be present, including:

- The precise location in the facility where the sex offender may be present.
- The reason for the sex offender's presence at the facility.
- The duration of the sex offender's presence.
- Description of how the staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
- The written permission shall be signed and dated by the Director and sex offender and kept on file for review by the licensing consultant.

Administration of Key Cards

Each family will be given 2 key cards upon enrollment. Additional cards may be assigned based on demonstrated need and the discretion of the director. These cards will allow parents entry to the building during normal business hours through both the main and lower entrances.

Unattended Key Cards
Each key card issued must, always, remain in the possession of the person to whom they are issued. Individuals must not leave key cards on their desks or lend them to others. Any person who finds an unattended key card must return the key card to the Director as soon as possible.

Lost or Stolen Key Card Fee
Any person who loses a key card or has reason to believe they may have lost their key card must immediately notify the Director to ensure that the building security is not compromised. These notifications can be handled in person, over the phone, or via the Procare app.
The loss of an individual door key will result in a $25.00 charge. Should the key be located later and returned to the Director the charge will be refunded.

Medical Policies

Absence Due to Illness
Children should not be brought to WBCELC if they have any of the following conditions:

- A contagious disease.
- Fever temperature >101.0 degrees F (38 degree C) by any method, with or without a behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea)
-
    - Diarrhea is defined by stools that are more frequent or less formed than usual for that child and not associated with changes in diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing "accidents".
    - In addition, diapered children with diarrhea should be excluded if stool frequency exceeds 2 stools more than typical for that child during the time in childcare,or if stools contain blood or mucus. Readmission after diarrhea can occur when diapered children have their stool contained by the diaper (even if the stools remain loose), when toilet-trained children are not having "accidents," and when stool frequency is no more than 2 stools more than typical for that child during the time in the facility.
- Accident requiring medical attention.
- Lethargy is more than expected tiredness.
- Uncontrollable coughing.
- Unexplained irritability, fussiness, or persistent crying.

- Difficult breathing.
- Wheezing.
- Other unusual signs for the child.

Special circumstances that require specific exclusion criteria include the following:

- A health care professional should clear the child or staff member for readmission for all cases of diarrhea with blood or mucus. Readmission can occur following the requirements of the local health department authorities, which may include testing for diarrhea outbreak in which the stool culture result is positive for Shigella, Salmonella stereotype Typhi and Para typhi, or Shiga toxin-producing Escherichia Coli (STEC). Children and staff members with Shigella should be excluded until diarrhea resolves and test results from at least 1 stool culture are negative. Children and staff members with STEC should be excluded until test results from 2 stool cultures are negative at least 48 hours after an antibiotic treatment is complete (if prescribed). Children and staff members with Salmonella serotype Typhi and Para typhi are excluded until test results from 3 stool cultures are negative. Stool should be collected at least 48 hours after antibiotics have stopped. State laws may govern exclusion for these conditions and should be followed by the health care professional who is clearing the child or staff member for readmission.
- Vomiting more than 2 times in the previous 24 hours unless the vomiting is determined to be caused by a noninfectious condition and the child remains adequately hydrated.
- Abdominal pain that continues for longer than 2 hours or intermittent pain associated with fever or other signs or symptoms of illness.
- Mouth sores with drooling that the child cannot control unless the child's primary health care provider or local health department authority states that the child is noninfectious.
- Rash with fever or behavioral changes, until the primary health care provider has determined that the illness is not an infectious disease.
- Active tuberculosis, until the child's primary health care provider or local health department states the child is on appropriate treatment and can return.
- Impetigo, only if the child has not been treated after notifying family at the end of the prior day. Exclusion is not necessary before the end of the day if the lesions can be covered.
- Streptococcal pharyngitis (i.e., strep throat) until at least 12 hours after treatment has been started.
- Head lice, only if the child has not been treated after notifying the family at the end of the prior day. Exclusion is not necessary before the end of the day if the lesions can be covered.
- Scabies, only if the child has not been treated after notifying the family at the end of the prior day. Exclusion is not necessary before the end of the program day.
- Chickenpox (varicella), until all lesions have dried or crusted (usually 6 days after onset of rash and no new lesions have appeared for at least 24 hours. Rubella, until 7 days after the rash appears.
- Pertussis, until 5 days of appropriate antibiotic treatment.
- Mumps, until 5 days after onset of parotid gland swelling.

- Measles, until 4 days after onset of rash.
- Hepatitis A virus infection, until 1 week after onset of illness or jaundice if the child's symptoms are mild or as directed by the health department. Protection of the others in the group should be checked to be sure everyone who was exposed has received the vaccine or received the vaccine immediately.
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

Temporary exclusion is recommended when the child has any of the following conditions:

- The illness prevents the child from participating comfortably in activities.
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
- A severely ill appearance. This could include lethargy / lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash.

Medication

Medication can only be dispensed when a Medication Release Form has been filled out by a parent/guardian. This form is necessary for both prescription and non-prescription drugs.

Prescription drugs must be sent to WBCELC in the original container with the child's name and the physician or pharmacist's direction clearly legible. Non- prescription drugs must be labeled with the child's name. All drugs are kept in a locked container.

Illness while in Childcare

If a child becomes ill while in childcare and it is determined that the child should be excluded:

- Contact will be made immediately to the parent/guardian or other person authorized by the parent.
- Staff will care for the child apart from other children.
- Appropriate attention and supervision will be given until the child is picked up by parent/guardian.
- Extra attention will be paid to hand washing, diaper changing, disinfecting surfaces.
- Universal Precautions will be used when necessary.
- An illness report will document the onset of the illness.
- The child will be picked up within 90 minutes once WBCELC contacts a parent/guardian or authorized person.

Incident/Accident Reports

Accident Reports

An accident report will be completed by staff for any injuries a child sustains while at WBCELC, this includes biting incidents.

Incident Reports
An incident report will be completed by staff when a child has injured another child, this includes if a child bites another child.

Both reports will be completed in duplication. Parents/guardians will be required to sign the report. One copy will be kept at WBCELC, the other will be given to the parent/guardian.

Biting Policy
Even in the best childcare center, periodic outbreaks of biting occur among infants, toddlers, preschoolers and occasionally older children. This is an unavoidable consequence of grouping your children together. When it happens, it can be scary and very frustrating for children, parents/guardians, and teachers. Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons; teething, simple sensory exploration, cause and effect, imitation, seeking attention, frustration, and stress. Biting is not something to blame on children, parents/guardians, or their teachers. When biting breaks out, a high-quality childcare program immediately acts, not to blame the biters but to change the environment and help children change their behavior.

Should a biting incident occur, the following steps will be taken:

- The teacher will remove the child from the situation and focus caring attention on the child who was bitten.
- Encouragement will be given to the biter to help take care of the child that was bitten (hold ice pack, comfort the child),
- The caregiver will talk to the child who bites (if able to communicate) and discuss different strategies that the child can use next time (give them appropriate words - if able) instead of biting.
- If the child is over the age of 3 and has had multiple incidents of biting within one day, parents will be notified via phone call from the director and may be asked to collect the child. Should incidents continue to occur, the child may be suspended and/or dismissed from the program.

It is important to explore the reasons for biting when it occurs. Staff will work with parents/guardians to gather information about the child's behavior and begin observations to determine the possible reasons for biting. Examples of potential triggers may be, communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are some examples of how the teacher will begin this assessment.

1. The teacher will examine the context in which the biting is occurring and look for patterns.
2. The teacher will use WBCELC Action Plan for documentation and ask the following questions:
    a. Was the space too crowded?
    b. Were there enough toys for all children in the group?
    c. Was there too little to do or too much waiting?

    d. Was appropriate attention given to the biter throughout the day leading up to this incident?
3. The teacher will change the environment, routines, or activities if necessary.
4. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate manners, including using words, if they are capable of them.
5. The teacher will observe the child, to get an idea of why and when they are likely to bite.
6. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
7. The teacher, parent/guardian and administration will meet regularly to evaluate an action plan and to measure the outcome of these changes.
8. If biting continues the teacher will observe the group more closely and work with the parent to seek out additional resources as necessary to shadow the child who is biting.

Center Closing

Weather
If possible, WBCELC will operate during periods of inclement weather. If WBCELC closes for inclement weather, this information will be available on KCRG, KGAN TV 2(on air) and on the Procare app. Should WBCELC close due to weather, the closure will pertain to all programs, including Infant-Preschool and Kids Club. Should WBCELC close early for weather, parents/guardians will be called and notified via email and Procare Engagement. Closures are determined by the district Superintendent.

Emergency Plans
WBCELC will follow emergency plans as posted next to all exits. Explosions, bomb threats, earthquakes, chemical spills, or power failure will result in execution of said posted procedures. If children are evacuated from the building, WBCELC staff will make a great effort to notify parents and/or local authorities of the whereabouts of their children.

Air Quality
WBCELC will take measures to ensure the building does not have excess moisture which could lead to mold. WBCELC air filters are changed monthly. WBCELC will not use products in aerosol form, to protect the health and wellness of the children, employees, and families.

Smoking is not permitted on the property or in sight of children (including in vehicles in the parking lot); this remains in effect during operating hours and non operating hours.

Air Quality Index (AQI)
WBCELC will use the AQI website to monitor outdoor air quality and determine if it is safe to be outside and/or have windows open. Outdoor time may be limited or canceled due to poor air quality.

The AQI was created to help the public better understand the changes in air quality as well as the potential health effects of exposure to air pollution. AQI levels are often referred to using the following colors:

- Green-indicates good air quality with an AQI rating of 0-50. This is the best air quality rating.
- Yellow-indicates moderate air quality with a rating of 51-100. Students with unusual sensitivity to air pollution may experience symptoms on days with a moderate air quality rating.
- Orange- indicates air pollution levels are high enough to be unhealthy for certain sensitive groups, such as children with asthma. Even those without asthma should limit physical activity while outdoors and take frequent breaks. The AQI index for this level is 101-150.
- Red-indicates unhealthy air quality days with an AQI rating of 151-200. All outdoor physical activities should be limited. Longer outdoor activities should be moved indoors or rescheduled.
- Purple- indicates very unhealthy outdoor air quality. All outdoor activities should be moved indoors or rescheduled. The AQI ratings for this level are 201-300.
- Maroon- indicates very unhealthy outdoor air quality with a rating of 301-500, meaning that the entire population is likely to be affected by the current levels of air pollution.

Anti-Idling

We are committed to reducing vehicle idling at our facility. Please help us meet our commitments to this program. **Vehicles are expected to be turned off while in our parking lot**. This will help reduce the exposure to our children of exhaust fumes that can enter our building and be harmful to our indoor air quality.

Exemptions: The policy of turning off vehicles when stopped does not apply for the periods during which idling is necessary under the following circumstances:

- To provide for the safety of vehicle occupants, such as extreme cold conditions (e.g., to run the heater)
- To use lift or other equipment necessary to accommodate individuals with one or more disabilities or loading or unloading products or goods.

Additionally, leaving children unattended in a vehicle for any period of time, or failing to properly restrain children in an appropriate carseat may result in involvement of local authorities or HHS. This is a mandatory reporting situation and staff would be required to call Health and Human Services.

Acknowledgement of Receipt of Parent Handbook

The content of this parent handbook may be modified, revoked, suspended, terminated, or changed at any time by WBCELC.

Parent Acknowledgement
By signing below, I acknowledge that I have read, have had an opportunity to ask questions, understand, and am willing to abide by the policies contained herein. I have received my copy of the handbook and I understand it is my responsibility to read and comply with the policies and guidelines contained in this handbook and any revisions to it. I have received orientation to the program and have had an opportunity to tour WBCELC, ask questions, and meet staff members.

Received this_____ day of _____, 202__

Parent Signature:_____

Print Name:_____