

# Parent Handbook

2023-2024



## Eastern Shawnee Early Childhood Learning Center

10205 S. Bluejacket Rd.  
Wyandotte, OK  
(918) 238-7200

## **Contents**

LETTER FROM DIRECTOR .....	4
WELCOME .....	5
MISSION STATEMENT .....	5
PHYSICAL FACILITIES.....	5
USE OF TOBACCO:.....	6
ENROLLMENT CAPACITY .....	6
LICENSING STATUS .....	6
REACHING FOR THE STARS.....	6
HOURS OF OPERATION AND HOLIDAYS .....	6
INCLEMENT WEATHER.....	7
ENROLLMENT REQUIREMENTS.....	7
OPEN-COMMUNICATION POLICY .....	8
FAMILY INVOLVEMENT POLICY .....	8
INFANT ROOM "NO SHOES" POLICY .....	9
USUAL DAILY SCHEDULE.....	10
TUITION AND FEES .....	10
MEALS .....	10
CLASSROOM MANAGEMENT .....	11
CURRICULA .....	11
DISCIPLINE POLICY .....	11
BITING POLICY.....	11
NAP/REST TIME.....	11
TOILETING/DIAPERING.....	13
SICK CHILD POLICY.....	13
MEDICATIONS .....	14
ATTENDANCE/ABSENCES .....	15
VACATIONS .....	15
ACCIDENTS/INCIDENTS.....	15
ALLERGIES.....	15

HAND WASHING .....	15
SECURITY .....	16
CONFIDENTIALITY .....	16
TERMINATION OF SERVICES .....	16
CHILD ABUSE REPORTING .....	16
ACCIDENT INSURANCE .....	17
PUBLIC LIABILITY INSURANCE .....	17
STUDENT APPEARANCE .....	17
OUTDOOR PLAY .....	17
SPLASH PAD .....	18
FIELD TRIPS .....	18
NOTES, MEMOS, MESSAGES .....	18
ADDITIONAL PARENT RESPONSIBILITIES: .....	18
EMERGENCY CONTACT: .....	18
SUPPORT: .....	18
CLASS PARTIES: .....	18
FAMILY EVENTS: .....	18
ACKNOWLEDGEMENT .....	20



Dear Parents and Guardians,

Welcome to the Eastern Shawnee Early Childhood Learning Center. Thank you for trusting us with the care of your child. We take this role and responsibility very seriously and consider it a blessing to have this opportunity. Our mission is to provide a warm and caring environment that expresses joy and love as we provide a safe and nurturing atmosphere daily. We understand children learn best in happy, caring, positive and affirming atmospheres and strive to create that here in the center.

Our center promises to partner with you to promote the growth and development of your child. We are committed to providing dedicated, trained, qualified staff members who are devoted to the care and well-being of the children and families we serve. Our goal is to prepare children for kindergarten and beyond by forming the foundations for academic and social skills. Our research-based curriculum based on the Oklahoma Early Childhood Standards start in the infant room to prepare children for each milestone of development. Our center also works very closely with other aspects of the tribe to provide your child with unique opportunities such as P.E. class through the Wellness Center.

I am always here to meet with you to discuss goals, answer questions, or help you in any way that I can. Please contact me at any time. I look forward to your involvement as we join as a team for your child's continued success and growth.

Sincerely,

Tonya Hart

Director

[Tonya.hart@estoo.net](mailto:Tonya.hart@estoo.net)

## **WELCOME**

The Eastern Shawnee Tribe of Oklahoma welcomes you to our Early Childhood Learning Center and the mission we have to help children in their formative years become avid learners who are well prepared to enter kindergarten when they graduate from our program physically, emotionally, socially, and cognitively.

Our Early Childhood Learning Center offers an exceptional program that is designed to instill in our children enthusiasm for learning and an eagerness to become life-long learners.

We are grateful to you for entrusting the care of your child to us. The care and nurturing of your child are tremendous responsibility, and we pledge our most diligent efforts to provide superior care and opportunities for your child to succeed as an early learner.

We are excited about the opportunity we have to train and nurture young children. We believe that the primary responsibility for the nurturing of your children rests with you, the parents, and it is our sincere desire that we might work together to provide experiences that will help your child mature in all aspects of life.

We ask that you read carefully through the following pages. Please keep this handbook in a convenient place for future reference. If at any time you have questions or a problem, please feel free to contact us at 918-238-7200 or by email at [tonya.hart@estoo.net](mailto:tonya.hart@estoo.net).

## **MISSION STATEMENT**

The Eastern Shawnee Early Childhood Learning Center provides a safe, affordable, and developmentally appropriate environment for children from six weeks to thirteen years old. Our focus is to provide a stimulating early care and education experience which promotes each child's social/emotional, physical, and cognitive development. Our goal is to inspire children to be life-long learners.

## **PHYSICAL FACILITIES**

The Eastern Shawnee Tribe of Oklahoma Early Childhood Learning Center (hereinafter called the ECLC) is at 10205 S. Bluejacket Road, Wyandotte, OK 74370, attached to the Wellness Center building. The learning facility, containing seven roomy, well-designed classrooms,

spacious safe room for inclement weather and indoor recess, a cafeteria, and a kitchen, give opportunity for indoor learning. An outdoor area provides opportunities for nature activities that inspire children with nature observations, nature hunts, garden care, and conservation activities. A fenced playground with age-appropriate play equipment is also located next to the building.

Classroom	Max Number of Students	Staff to Students Ratio
Infant Room (3 months – 6 months)	8	4 to 1
Transition Room (6 months – 12 months)	8	4 to 1
Toddler Room (13 months – 23 months)	12	6 to 1
2-Year-Old Room	16	8 to 1
3-Year-Old Room	20	10 to 1
4- & 5-Year-Old Room	20	10 to 1
After School Room	50	10 to 1

The turf on the playground is a specially designed safe surface that helps provide a soft landing for the children. A Physical education program, staffed by the Wellness Center, provides for age-appropriate physical development and an introduction to various sports activities. **The Learning Center has a safe room large enough to**

**accommodate all children, staff, and visitors in the event of storms.**

## **USE OF TOBACCO:**

The Learning Center is a smoke-free facility.

## **ENROLLMENT CAPACITY**

The maximum capacity for the Learning Center is 132 students:

## **LICENSING STATUS**

The Learning Center complies with all applicable laws and regulations pertaining to health and sanitation, water supply, building codes, statewide fire prevention code, staff-child ratios, and health and criminal check requirements for staff.

The Tribe has chosen to operate the Learning Center with Tribal Licensing.

## **REACHING FOR THE STARS**

The Reaching for the Stars program evaluates childcare centers and rates them from One Star to Five Stars, based upon the quality of their facilities and educational offerings. The Learning Center currently meets requirements for a 3 Star rating and is continuously striving to move up.

## **HOURS OF OPERATION AND HOLIDAYS**

The Learning Center is open from 6:00 am to 6:00 pm, Monday through Friday. The Learning Center will be closed on the following holidays:

New Year's Day	Good Friday	Memorial Day
Juneteenth	July 4 <sup>th</sup>	Labor Day
Indigenous People's Day	Thanksgiving Day	Thanksgiving Friday
Christmas Eve	Christmas	President's Day

**Please Note:**

**If your child remains at the center after 6:00 pm, \$1.00 per minute will be charged and due when you pick them up. Children may not return until this fee is paid.**

### **INCLEMENT WEATHER**

The Chief will decide when and if the center will close for inclement weather. If the center is closed due to inclement weather or a power outage, you will not be charged for that day's service. The ESTOO Police Department will notify all major radio and television stations upon the center being closed. There will also be a text and an email sent through communications software and posted on our Facebook page in the event of closing.

### **ENROLLMENT REQUIREMENTS**

Before your child can be in our care, we require the following paperwork to be done and completed ***prior to*** the first day of attendance.

The following must be completed PRIOR TO the first day:

- Student Application Packet
- Consent for Medical Treatment
- Birth Certificate
- CDIB Card if applicable
- Food Program Application
- Copy of the child's immunization card
- Parent and Provider Handbook Agreement form (located in the back of this book)

The following items are needed THE FIRST DAY IN CARE:

- A change of clothes (appropriate for the season), including socks
- A bag of diapers, pull-ups, or spare underwear
- Bottles or baby food, if needed
- A blanket
- Any security object, such as a small stuffed animal, your child may need to rest at quiet time.

All children will be required to have a pre-enrollment screening at the center.

Please try to label everything with your child's name. These items may stay in your child's cubby if you do not want to take them home every day. We will send home a reminder when

your child is running low on supplies. The Learning Center will supply diaper wipes, but you are welcome to bring your own.

An on-site orientation visit is available for both parent/guardian and child prior to enrollment. The length of the visit may vary depending on the child's needs and time restraints of the parent/guardian. The ECLC staff may be contacted to schedule a time that is best for all parties.

**Please Note:**

**Please do not bring toys, sippy cups, or valuable items to the center. If you have questions or concerns, please contact us.**

### **OPEN-COMMUNICATION POLICY**

The Learning Center has an open-communication policy. That is, we want to emphasize the need for open communication between the Learning Center and parents. You, the parent, and we, the childcare provider, have one very important thing in common: your child's well-being. Parents are welcome to come to the Learning Center at any time. Please feel free to pick up the phone, stay a moment longer at drop-off or pick-up, or send an e-mail to [tonya.hart@estoo.net](mailto:tonya.hart@estoo.net).

### **FAMILY INVOLVEMENT POLICY**

The Eastern Shawnee Tribe of Oklahoma (ESTOO) Early Childhood Learning Center (ECLC) considers the enrollment of each child in the ECLC as a joint venture between the Center and the child's parents. For that reason, ECLC recognizes the importance of keeping communication lines open between the Center and parents. The following information is to make parents aware of the avenues that the Center has implemented to enhance communication between ECLC and parents so that you will have information about happenings, activities, and related issues about your child's emotional and physical state.

- I. Families are always welcome in the center.
- II. Individual parent conferences will be arranged to discuss their child's needs and progress at least twice annually, or more often if needed. Annual conferences are normally scheduled for the **first full week of November and the last full week of April**, but the exact time may be adjusted to meet the needs of parents or ECLC.
- III. A family resource area is located in the Center. The resource area contains current information about Center activities, and appropriate parent-child bulletins and brochures.
- IV. ECLC will utilize the following methods to keep parents updated about Center activities:
  - A. A bulletin board in the hall of the Center will have information about current activities in which children are involved.
  - B. Communication software will be utilized for daily communication, and updates on closings and activities.
- V. Parents of children enrolled in the Center are encouraged to participate in program and policy development through suggestions offered to ECLC staff, responses to



questionnaires sent from the Center, and/or suggestions offered at individual parent conferences or annual conferences.

- VI. ECLC licensing is posted outside the Director's office.
- VII. A written report regarding the progress of their child will be provided for parents at each of the two parent conferences, or more often if needed.
- VIII. ECLC maintains a current list of community and area resources related to childcare and developmental needs of children. ECLC will assist families in locating and utilizing the services of these resources. The current resource list is as follows:
  - Bureau of Indian Affairs:(918) 542-3396
  - Centers for Disease Control and Prevention – Website for “Essentials for Parenting Toddlers and Preschoolers: [www.cdc.gov/parents/essentials/index.html](http://www.cdc.gov/parents/essentials/index.html)
  - Court Appointed Special Advocates (CASA): 800-628-3233
  - Eastern Shawnee Tribe of Oklahoma (ESTO) Children and Family Services: 918-238-5151
  - Indian Child Welfare ( ICW ): 918-540-9975 Ext.1124
  - ESTO Wellness Center: 918-238-4800
  - Inter-tribal Council Food Program: 918-238-5151 Ext. 1821
  - Inter-tribal Council WIC Program: 918-542-4486
  - Ottawa County Health Department: 918-540-2481
  - Ottawa County Office of OK Department of Human Services (Apply for food stamps, childcare benefits, free tax filings, and more): 918-541-2400
  - Pelivan (Transportation services): 855-735-4826
  - Sooner Care: 800-987-7767
  - Safe Haven: 918-554-2836

### **Infant Room “No Shoes” Policy**

ESTOO Early Childhood Learning Center Nursery aims to promote children's well-being and safety. For non-mobile children and small toddlers, it is essential that they have the opportunity to explore their environment safely. To help us do this we have guidelines that will;

- Prevent contaminated items from being walked into rooms and on the floors where children lay, crawl, or play.
- Prevent injury to the children from visitors or staff treading on fingers or toes.

Staff will wear socks or slippers while in the class and change from/into appropriate outdoor footwear when leaving or entering the classroom. We ask that parents please remove outdoor shoes or wear shoe protectors before entering the room. Staff will remove the shoes of mobile children, and place them inside their cubbies, while in the classroom.

## USUAL DAILY SCHEDULE

6:00-9:00	Arrival/Good Morning
8:15-8:45	Breakfast
11:00-12:00	Lunch
12:00-2:00	Rest time

\*All infants are fed bottles or cereal as needed according to parents' schedules. Diapers are changed every two hours or as needed. Bottles, cereal, and introduction to solid food will occur in accordance with parent's guidelines. The center does provide one kind of formula for infants. If you are interested in using the provided formula, please alert the Administration or the Infant room teacher.

## TUITION AND FEES

A contract for payment will be required at the time of enrollment and will state the amount that will be due monthly for each child/family enrolled. A new payment contract will be required if/when tuition rates change. You may withdraw your child at any time with a written two-week notice. Payment will be due for the two weeks regardless of whether you choose to bring your child.

Children that are here on a regular basis will be charged weekly rates. Children that are only here for breaks and holidays will be charged at the daily rate. Children that are here while public school is in session get charged the weekly rate for in session weeks and get charged daily for days attended when school is not in session.

Tuition is due within 2 weeks of service. If payment is not made within two weeks, your child will not be allowed to stay when brought in on the following day. **For parents approved for tribal subsidies, payment will be made by the respective tribal entities. We will also accept MO and OK subsidies. Parents will be responsible for all copayments.** Payment may be made by cash, EBT, check, money order, cashier's check, or debit/credit card.

## MEALS

The Learning Center will provide breakfast, lunch and an afternoon snack for each child enrolled. Breakfast will be served around 8:15 am, lunch around 11:00 am, and the afternoon snack around 2:00 pm. Students must be here by 8:15 or 11:00 to get a tray. If you are unable to make it here, but still want your child to receive a tray please call ahead to reserve a tray. Since the Learning Center receives reimbursement from the USDA food program for these meals, they are provided to children at no cost. However, parents must fill out a Food Program enrollment form and it must be updated yearly.

## **CLASSROOM MANAGEMENT**

The teachers provide a warm, nurturing environment for each child and guidance to teaching assistants. Each staff member is involved in an ongoing professional development program to enhance best practice quality care and remain sensitive to each child's needs. Our philosophy is to foster positive self-esteem throughout the center to encourage children to feel good about themselves, their classmates, and their caregivers.

## **CURRICULA**

Each age group has a flexible curriculum that adjusts with the children's needs. Each curriculum is designed to provide learning experiences that support problem solving, critical thinking, communication, and social skills within a meaningful context for the child. The curriculum is based on the Oklahoma Early Childhood Learning Standards.

## **DISCIPLINE POLICY**

Discipline is to guide and teach and help the child develop the internal controls to behave appropriately. Our staff uses positive behavior management techniques to help children understand adult expectations for behavior, to anticipate possible conflict situations and to intervene in a timely manner to prevent problems from occurring or escalating. Teachers circulate and strategically place themselves within full view of the room and outdoor areas and use humor, imagination, redirection, and consistency to assist children in developing self-control. Emphasis is placed on teaching alternative behaviors and giving each child situations to practice and establish new acceptable habits. Staff may utilize a "cooling off" time-out, not to exceed five minutes, when a child is in danger of hurting himself or others. This brief period is intended as a time for the child to regain his/her self-control in order to better communicate and listen to the needs of all involved. When necessary, a parent-teacher conference will be requested to employ future strategies for all involved. The center reserves the right to withdraw any child who endangers the welfare of other children, staff, or the overall program.

## **BITING POLICY**

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a learning center, we understand that biting, unfortunately, is a part of a child care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

### **When Biting Does Occur:**

- Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use

techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

- If a child bites and breaks the skin of the person that was bitten, the child that bit will be sent home for the day regardless if it is the first time biting or the third time biting.

**For the child that was bitten:**

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. An Incident Report is filled out documenting the incident.

**For the child that bit:**

1. The teacher will tell the child "NO! DO NOT BITE!"
2. The child will be placed in time out for no longer than the child's age (one year old, one minute).
3. The parents are notified.

**When Biting Continues:**

1. The child will be shadowed by staff according to their availability to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

**When biting becomes excessive:**

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark (showing clear teeth marks), a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark (showing clear teeth marks), the child will be suspended for 2 business days.

3. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, (showing clear teeth marks), the parents will be asked to make other child care arrangements.

- If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.
- If a child bites twice in a 4 hour period, the child will be required to be picked up from the learning center for the remainder of the day. This will not count towards the 2 day suspension.
- If a child is not picked up within 2 hours of confirmed parent contact, the child will not be allowed to return the following day.
- All past experiences of biting are not included in this policy, as this policy was not in effect at the time of biting. All biting occurrences from today forward will be counted towards a child's total biting incidents.

### **NAP/REST TIME**

The children have a needed rest time after lunch. If a child does not sleep, he/she still uses nap time to rest his/her body and mind while soothing music plays softly. Children should bring their own small blanket to be kept at the center.

### **TOILETING/DIAPERING**

The bathroom is always open to the children. Special attention is given to toileting during transition times such as going outside, before and after meals, rest time, etc. Children learn to respect each other's privacy and help model for others who may be learning to use the toilet. Self-help skills and proper hygiene are emphasized. Children are encouraged to clean themselves, and never made to feel bad about accidents. Teachers assist the child in cleaning up and employing future strategies to master toilet skills. The bathroom is disinfected every day and more often if needed. Proper sanitation and diapering procedures are always followed. Teachers will work with parents in potty training skills. Clothes that have been soiled may not be washed at the Center. All soiled clothing must go home to be cleaned.

### **SICK CHILD POLICY**

For the good health of your child and other children in the Learning Center, if your child exhibits any of the symptoms below, he/she is required to remain out of the center until fully recovered.

- A contagious or communicable disease
- A temperature of 100 degrees or higher
- Heavy nasal discharge, yellow or greenish in color
- A persistent cough
- Draining eyes, ears, nose or any open sore
- Diarrhea or vomiting

- Presence of head lice or nits
- Lack of proper immunizations
- Strep throat – child must be out of the center for a minimum of 48 hours and must be using prescription medication
- Unknown or questionable rashes and impetigo, measles, chicken pox, etc. Highly infectious conditions will require a physician's written approval before returning to the center.

If your child is sent home for vomiting or fever, he/she must be gone from the center at least 24 hours after the last fever or vomit occurs. If your child becomes ill at the center, we will call for you or a designated adult on your emergency card to pick up your child as soon as possible. The child will be provided with a safe, quiet place to rest away from other children until you arrive. We will contact you if your child exhibits any of the following:

- Fever of 100.0F or higher
- 3 or more diarrhea diapers/stools
- Vomiting
- Unusual rashes, blisters, or sores (must have doctor's note to return)
- Strep throat symptoms (must have doctor's note to return, out a minimum of 48 hours)

## **MEDICATION**

There are instances where a child will have regular medication or will have to be on medication. We, at the Learning Center, must follow policies and procedures to ensure the safety of the children that attend. With that being said, our medication policy is as follows:

- No medication will be dispensed without a signed medication sheet in the child's file. The medication sheet must be filled out and signed by a parent or guardian.
- The medication must be in an original container with the original prescription on the medication. It must have the child's name and container instructions.
- All over-the-counter medications are provided by the parents, including diaper cream, which is considered a medication.
  - OTC medications are dispensed by a physician's instructions or by the container instructions
  - If instructions given by the parent or guardian do not match the directions on the container, we cannot dispense the medication.
- Expired medications are not dispensed. Medications are returned to the parents daily or when the medication form expires or when the medication expires or when the child is withdrawn from the program.
- Medications are stored in the nurse's station and administered in the nurse's station. Documentation is made on communications software or other forms of parent communication.

## **ATTENDANCE/ABSENCES**

For the financial security of the Learning Center and its staff, it is necessary for tuition to be paid for your child's slot in the Learning Center even if your child is absent for sickness or any voluntary absence. If your child is sick for an extended period or is otherwise unable to attend for an extended period of time, arrangements must be made with the Director for waiver of tuition and retention of a slot for your child.

If your child is absent for the day, contact the center by 8:00 a.m. if possible. Children who are not in the center by 8:00 a.m. will not be counted in the breakfast count. Children must be dropped off at the center by 9:00 am unless a doctor's note is provided for the tardiness. If you are going to bring your child after 9:00 a.m., please let the Learning Center know so that your child can be counted for lunch.

## **VACATIONS**

The Learning Center allows your family to take 10 days of vacation each year (August through July) without paying for those vacation days or losing your child's slot in his/her class. If more days are needed, tuition must be paid for those additional days even if your child does not attend. This is necessary to maintain financial security for the Learning Center's staff to provide quality care for your child. The Learning Center must receive vacation notification in writing 30 days in advance of the vacation time taken.

## **ACCIDENTS/INCIDENTS**

Children sometimes receive bumps and bruises as part of their daily routine. They may also be involved in various incidents worth documenting, such as disruptive or destructive behavior. You will be notified of these events through an Incident Report. The staff will use basic First Aid procedures to care for bumps and bruises. If more care is needed for the injury the Learning Center will ask that the parent, follow up with a physician's visit or the Learning Center will seek emergency medical care if emergency medical attention is needed. In the case of accidents/incidents, either party may request a conference to discuss further strategies in dealing with future incidents.

## **ALLERGIES**

If your child has any allergies, please be sure to list them on the enrollment sheet. A list of allergies for each classroom will be posted for each staff member to be aware of. If your child has severe allergies or those that require medical attention, please be sure to speak directly to the ECLC Director so that all staff can be made aware of the situation.

## **HAND WASHING**

It is important to teach children the importance of hand washing early in life to help them develop healthy habits. Children will be required to wash their hands before eating, after using the restroom, when returning from outdoors and other times as determined necessary by the staff.

We ask that you encourage and reinforce this behavior at home to keep everyone as healthy as possible.

## **SECURITY**

The safety of your child is one of our top priorities. To help us keep your child safe we ask that you follow the procedures that have been established for the picking up and drop off of your child. **Parents should be aware that our Learning Center campus is a gun-free zone.**

- All children must be accompanied in and out of the center by an adult. Please do not let your child come in and out of the center by himself/herself.
- All children must be checked in and out at the front desk.
- When you enroll your child, you will complete an emergency contact and pick up form. Please list only people allowed to take your child from our center. We will check their IDs before they can take your child. We will ask you to update this form each year in August. If you need to change the people on the list at any time, please let the Learning Center know.
- If you are divorced or have a custody arrangement that prevents one parent from picking up a child from the Learning Center, a copy of the court papers that have been signed by a judge **MUST** be filed with the Learning Center before the Learning Center will have any legal authority to prevent a parent from picking up a child.
- The Eastern Shawnee Police will be called immediately if an unauthorized person attempts to pick up a child.

## **CONFIDENTIALITY**

All the information that is provided to us is considered privileged and confidential. Anyone who is not directly involved with the care of your child, or the Oklahoma Department of Human Services will not have access to the records without your written authorization or a court order. Parents and guardians may access their child's records upon request. If you withdraw your child from the center, we will keep your records on file for three years. If you require a copy of your child's records after withdrawal, an administrative fee may be charged for making copies.

## **TERMINATION OF SERVICES**

The safety of the children in our care and our staff members is a top priority. Whenever a child or parent's behavior is a threat to the safety and/or security we maintain, we may temporarily or permanently suspend or remove a child or family from our care. We reserve the right to provide protection for the children in our care or staff anytime it is deemed necessary, with or without advance notice.

## **CHILD ABUSE REPORTING**

It is the policy of the Learning Center to provide for the protection of children under its care and, accordingly, to comply fully with all federal, state, and tribal rules and regulations pertaining to reporting of child abuse. Therefore, in compliance with the applicable provisions of Oklahoma and Federal laws, the Learning Center requires the following:



Any employee that

- (a) suspects or has reasonable cause to suspect that a child enrolled in the Learning Center has been or may be subjected to abuse or neglect or
- (b) observes a child being subjected to conditions which would result in abuse or neglect, shall immediately report the matter to the Oklahoma Department of Human Services.

**Abuse** is defined as any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody, and control. Discipline, including spanking, administered in a reasonable manner, is not considered abuse under the applicable law.

**Neglect** is defined by the statutes as failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child's well-being.

### **ACCIDENT INSURANCE**

The Learning Center does not carry accidental injury insurance on the students. Parents are responsible for such insurance.

### **PUBLIC LIABILITY INSURANCE**

The Learning Center is covered by public liability insurance.

### **STUDENT APPEARANCE**

It is important that your child is comfortable and not concerned with having to keep clean. We ask that dress be neat and modest with only appropriate wording on T-shirts or hats. Play clothes that can be easily cared for are fine. Please be sure all clothing, including hats, boots, coats, gloves, socks, and undergarments are **clearly labeled with your child's name**. Parents should bring a change of clothing to be left at the Learning Center, in case of an accident. (Any soiled emergency clothing sent home should be washed and returned promptly.) Seasonal clothing changes should be made throughout the year.

Please remember that children learn through play. Students participate in art, science, math, and other projects that could stain their clothing. A child will always be allowed to participate in a project, even if they have a chance of getting messy, regardless of their attire.

### **OUTDOOR PLAY**

The children play outdoors almost every day. Please send your child in clothes suitable for outdoor play and according to the weather. We do not have staff available to stay indoors with a child who is too sick to go out. If there are special medical problems which you feel require that your child not go outside on a particular day these should be discussed with the Director. The children in the center will go outside if the temperature is between 40- and 90-degrees Fahrenheit. We will always monitor the weather closely and make sure children are safe and

comfortable outside. Please provide sunscreen for your child, specifically during the summer months when we have more water play.

### **SPLASHPAD**

In the summer months, children will be utilizing the splashpad as weather permits. You will need to provide a swimsuit, water shoes, a towel, and sunscreen for your children.

### **FIELD TRIPS**

Field trips will be taken periodically to enhance your child's learning experiences. Your signature on the transportation form will give permission for your child to go on these trips. Notification of these trips will be given in advance. Watch for information about them on your class calendar or on the parent message board. A child will not be permitted to stay at the Learning Center if he/she arrives after that child's class has left for the field trip unless space is available in an age-appropriate class.

### **NOTES, MEMOS, MESSAGES**

Any announcements will be either placed in your child's folder or cubby or posted on the bulletin board in your child's classroom. Be sure to check these locations each day for upcoming events or important announcements.

### **ADDITIONAL PARENT RESPONSIBILITIES:**

#### **EMERGENCY CONTACT:**

Please be sure the Learning Center has current phone numbers to contact a parent in case there is a serious emergency.

#### **SUPPORT:**

Parents are asked to become acquainted with their child's school, staff, curriculum, and activities. Talk with your child daily about experiences and lessons learned. Check with teachers on themes and upcoming activities.

#### **BIRTHDAY PARTIES:**

Birthdays are a fun time to celebrate your child! On the day of your child's birthday, you are welcome to come and join us for our celebration. If you would like to know what time would work best, please ask the teacher in advance so they can give you an exact time for the party. Don't worry, if you are unable to make it, we will still celebrate and make it a special day. If you wish to provide a special snack to celebrate your child's birthday here are a few ideas:

- ECLC policy states no homemade goodies.

Some great alternatives to cupcakes are:

- Your Child's Favorite Cracker (Goldfish, Cheez Its, etc.)
- Fruit Snacks
- Chips
- Your Child's Favorite Cereal
- Cookies
- Mini Cupcakes
- Individual ice cream treats
- Popsicles

Please keep in mind the age group of your child's class.

**FAMILY EVENTS:**

Our children prepare special programs for family and friends at various times during the year.

Plenty of notice will be given on dates and times and we do ask that every child be present to participate and every parent be present to encourage and motivate the children. We will also have various family events throughout the year including:

- Back to School Carnival
- Movie Night
- Book Night
- Easter Egg Hunt
- Game Night
- Thanksgiving Feast
- Summer Bar-B-Que



## **ACKNOWLEDGEMENT**

I, \_\_\_\_\_, have read and fully understand the guidelines and procedures set forth in the ESTO Early Childhood Learning Center Parent Handbook. I have a copy of this handbook for my personal reference.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name(s) of Child(ren)

\_\_\_\_\_  
Date