



## Community Child Development Center, Inc. Family Policy Handbook

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Welcome to the Community Child Development Center Family! This handbook will provide you with valuable information necessary to ensure a quality experience for your child in the program. Please keep this handbook for future reference.

### Mission Statement

*The mission of the Community Child Development Center is to provide quality care and education to young children in Macon County and the surrounding areas.*

### Program Philosophy and Goals

It is the philosophy of the Community Child Development Center, Inc. that young children construct their own knowledge through interactions with the physical and social world. The program emphasizes the development of the whole child with the integration of social/emotional, physical, cognitive and language development. Young children learn best through activity that is process-oriented and hands-on. Activities will reflect the developmental range and the individual interests of each child and will be both child and teacher directed.

CCDC will provide:

**Children** from all socio-economic levels with quality child care and appropriate learning opportunities in a healthy and safe environment implemented by qualified staff.

**Families** with safe, healthy, dependable, and educational child care and educational opportunities to build protective factors to strengthen families.

**Businesses** with reliable child care for employees by reducing absenteeism and turnover.

**Communities** with a quality environment for future citizens to grow and learn and a recruitment and training opportunity for businesses and higher education institutions.

### General Program Information

Community Child Development Center, Inc. is licensed by the State of Missouri Department of Health, Section for Child Care Regulation. Facilities are routinely inspected by the Missouri Department of Health and Sanitation, the State Fire Marshall and the Section for Child Care Regulation to insure health and safety requirements. Applications are accepted without regard to race, religion, sex or national origin. Applications are accepted on a first come first serve basis. CCDC staff will be given first chance at child openings in the center with the approval of the director. CCDC seeks to maintain 35% enrollment of income eligible children to fulfill grant requirements. A copy of Missouri *Licensing Rules for Group Child Care Homes and Child Care Centers* is available upon request and in the office. Regulations can be viewed at [www.dese.gov/childhood/child-care](http://www.dese.gov/childhood/child-care). The center is licensed to serve children birth to age six. The program is open year-round from 6:00 a.m.-6:00 p.m., Monday-Friday except for designated holidays. **The program is accredited by Missouri Accreditation for Early Childhood Programs.** This handbook is available at [maconccdc.org](http://maconccdc.org) and in the CCDC office.

### Curriculum

Community Child Development Center, Inc. will utilize *Creative Curriculum* and the *Emerging Language and Literacy Curriculum*. Both are Missouri State Approved Curriculums. Because children learn from their daily interactions with the environment, a carefully organized and rich environment is the foundation for learning at CCDC. The curriculum focuses on the individual developmental progress of each child and offers an ideal setting for all ages, including children with disabilities.

The curriculum focuses on the four major areas of development: social/emotional development, physical development, cognitive development, and language development. The curriculum uses creativity to enhance the child's learning and provides a blueprint for children to thrive. The heart of the curriculum is interest areas that promote learning in each area to support development. The interest areas include construction, science, art, dramatic play, writing, music/movement, sensory, math, outdoor and reading depending upon the age of the child.

### **Daily Schedule**

The daily schedule will follow sound early childhood practices and will be posted in each classroom. As part of the licensure ruling, children are taken outside a minimum of (1) one hour a day. Only under severe weather conditions can this ruling be altered. Infants and toddlers outside time will be limited on days of extreme weather. After a morning filled with activities, children need a quiet time to refresh themselves for the afternoon. Nap/rest time is scheduled in each room. Children are not required to sleep, but they must rest quietly. Children twelve months or older in the toddler room (ages 12-24 months) will sleep on cots with parent's permission. Children may bring a favorite sleeping companion. Infant classrooms will utilize an individualized nap schedule. Individual classroom schedules will be provided by classroom teachers. Teachers will observe and assess each child's development. These records will be shared with parents at conferences. All developmental records will be kept in classrooms within a travel file. Enrollment forms, medical forms, etc. will be kept in the director's office. Parents are welcome to view their child's file at any time. Children not able to participate in regular center program activities or approved modified activities due to illness, injury or other reasons should not attend CCDC until normal activity can resume.

As a part of our daily schedule children are provided daily with sixty minutes or more of unstructured, active play. Children will have outdoor active play at least two times daily, weather permitting. Teacher-led movement activities are provided daily for thirty minutes. These activities may be integrated into learning segments throughout the day. All teachers are expected to participate in physical activities with the children and are to come dressed appropriately for physical activity. Staff will receive training on developmentally appropriate activities one time per year. Physical activity will never be withheld as punishment. Screen time will be minimized to less than five times per year to encourage children to be active. Screen time will never be allowed more than 30 minutes per week and used for educational or physical activity purposes only. Screen time is not allowed for children under two.

### **Staff**

The staff of the Community Child Development Center, Inc. will be carefully selected to provide your child with high quality early childhood education and care. The Lead Teachers and Assistants in each classroom will be chosen according to their educational and professional experiences. Whenever possible, staff with an early childhood degree or credential will be chosen. All staff will be required to have a Child Development Associate credential or be working towards such credential. Staff will continually enhance their own learning by attending educational programs and training seminars. Each staff member of Community Child Development Center has passed a criminal background check by the Missouri State Highway Patrol and a Child Abuse/Neglect Screening by the Missouri Division of Family Services. Staff members will have completed first aid and CPR training. Child Abuse/neglect screenings are available to parents upon request or on the Internet site [www.dese.mo.gov/FCSR](http://www.dese.mo.gov/FCSR).

### **Tuition**

The cost of enrolling your child in the Community Child Development Center, Inc. is based on a sliding fee scale per child determined by your family's gross monthly income and the number of people living in your home. Each child is required to pay a \$35 non-refundable enrollment fee. The program will accept the Department of Social Services Child Care Assistance. If you need information about applying for such assistance, please speak with the administrative staff. All payments are to be made out to Community Child Development Center in the form of, a personal check or money order. CCDC will not be responsible for payments made in cash. All payments are to be placed in the payment box located in the lobby. Tuition is due on Monday or the first day of attendance of the week care is provided. If you require other payment arrangements, please speak to the administrative staff. Payments must be received by Thursday at the close of business of the week of service to avoid a late fee. If payment of all money due CCDC is not received by Friday of the week of care and payment arrangements have not been made with administration, active enrollment of the child(ren) will cease at the end of the business day on Friday and the child(ren) will not be allowed to return until the debt has been resolved. Ten percent of the balance will be added as a late fee to all delinquent accounts

on Friday. Reenrollment may be permitted when the account becomes current and if there is available placement within the program. A \$25 charge for returned checks will be charged.

Tuition pays for your child's space at our center and is due regardless of attendance. Your tuition will not be prorated for illness, vacations or holidays. Department of Social Services Child Care Assistance will only reimburse the center for five absences per month, including holidays. For every day over five, fees in full will be assessed and must be paid in full to continue attendance at the center. If a parent is late picking up their child, there is a \$25 late fee for the first 15 minutes and \$1 for every minute thereafter. A written two-week notice is required before leaving CCDC or the family will be charged for those weeks of service.

### Health and Safety

A health form, signed by a physician/health department is required at the time the child is admitted to CCDC. All children are required to have up-to-date immunizations for diphtheria, whooping cough, tetanus (DTP), measles, mumps, rubella (MMR), polio (OPV or IPV), hepatitis B (HB), HIB and Varicella as age appropriate.

Parents are required to notify the program whenever a child has been exposed to a contagious disease. Please keep the staff informed of any food allergies and/or dietary restrictions, that your child may be experiencing.

A health check will be conducted each day on each child upon entering school. If a child's health is in doubt, he/she will be isolated and parents will be contacted. **Parents must pick children up within one hour.** Your child may return after 24 hours without symptoms. By excluding ill children from our programs, children and staff will be sick less often which will result in fewer days lost work days for both you and staff. An illness report will be given to parents. Children will be sent home at the discretion of the CCDC staff.

Children should not attend CCDC if they exhibit any of the following symptoms:

- ✚ -a temperature of 100 degrees F by mouth.
- ✚ -more than one abnormal loose stool.
- ✚ -severe coughing.
- ✚ -difficult or rapid breathing.
- ✚ -yellowish skin or eyes.
- ✚ -pinkeye.
- ✚ -unusual spots or rashes.
- ✚ -sore throat or trouble swallowing.
- ✚ -infected skin patch(es).
- ✚ -unusual dark, tea-colored urine/gray or white stool.
- ✚ -headache or stiff neck.
- ✚ -vomiting more than once.
- ✚ -severe itching of the body or scalp/scratching of the scalp.

If a child has head lice, he/she will be excluded from the program until he/she has received treatment for the condition and is Nit free. Hair must be treated with RID or NIX or other approved medications. Clothes, bedding, furniture and car upholstery must also be treated. The child must be retreated in seven to ten days.

Prescription medication will only be given with written, dated permission of the parents. **All medication** must be in the original container and should be labeled with child's name, instructions for administration, including times and amounts of dosages and the physician's name. It is against our policy to dispense any over-the-counter medications to children unless a doctor gives signed written permission.

Standard and universal safety precautions are used when staff handles bodily fluids or blood. These include the wearing of gloves, frequent hand washing and environmental sanitizing.

In case of accident or injury to a child:

- ✚ the child will receive prompt, appropriate medical attention from the teacher/assistants trained Pediatric CPR and 1<sup>st</sup> aid.
- ✚ the director or teacher will contact the emergency medical personnel if necessary.
- ✚ the child will be seen by emergency medical personnel and the transported to Samaritan Hospital if deemed necessary.
- ✚ the parents will be notified immediately with a phone call or an accident form depending upon the severity of the accident/injury.

- ✚ an accident/incident form will be completed, and a copy given to the parents and a copy placed in child's file.
- ✚ the teacher will follow-up with the parents after a serious accident with a phone call or visit.

**Community Child Development Center  
2023-2024 Tuition Schedule  
Effective July 1, 2023**

- ✓ *Tuition includes USDA approved breakfast, lunch & an afternoon snack.*
- ✓ *Tuition includes all classroom materials.*
- ✓ *Tuition at CCDC is on a sliding fee scale based on a family's income per USDA guidelines.*
- ✓ *CCDC accepts payments from the Missouri Division of Social Services for eligible families.*
- ✓ *CCDC is open from 6:30-a.m.-5:30 p.m. year-round.*
- ✓ *All tuition is weekly. CCDC closes for two weeks with no charge to families.*
- ✓ *CCDC is licensed by MO Dept of Elementary and Secondary Education, Office of Childhood and has achieved Missouri Accreditation.*

**Infants and Toddlers are ages birth-2 years old. (Child-Staff Ratio is 1:4)**

Tuition	\$135-Infants	\$140-Infants	\$155-Infants
Yearly Income	Level I	Level II	Level III
Household of 1	\$19,954	\$26,973	
Household of 2	\$25,636	\$36,482	
Household of 3	\$32,318	\$45,991	
Household of 4	\$39,000	\$55,500	
Household of 5	\$45,682	\$65,009	

**Tweens are 2-3 years of age. (Child-Staff Ratio is 1:8)**

Tuition	\$120-Tweens	\$125-Tweens	\$135-Tweens
Yearly Income	Level I	Level II	Level III
Household of 1	\$19,954	\$26,973	
Household of 2	\$25,636	\$36,482	
Household of 3	\$32,318	\$45,991	
Household of 4	\$39,000	\$55,500	
Household of 5	\$45,682	\$65,009	

**Pre-K (4 by Aug. 1) and Early Pre-K are (3 by Aug. 1) years of age. (Child-Staff Ratio is 1:10)**

Tuition	\$115-Preschool	\$120-Preschool	\$130-Preschool
Yearly Income	Level I	Level II	Level III
Household of 1	\$19,954	\$26,973	
Household of 2	\$25,636	\$36,482	
Household of 3	\$32,318	\$45,991	
Household of 4	\$39,000	\$55,500	
Household of 5	\$45,682	\$65,009	

**Families qualifying for Level I and Level II may be eligible for financial assistance through the Missouri Department of Social Services and/or the CCDC Family Education Program. Income Levels are subject to change based on USDA requirements.**

## Arrival, Departure and Attendance

Regular attendance provides a consistent environment for your child and is encouraged. When arriving in the morning, we require you **clock in** on the Procure app and escort your child into his/her classroom. If your child is absent or late, please notify the center. When picking up your child at the end of the day, you must also **clock out on the Procure app**. Your child must be picked up by an adult, age of sixteen or over, or the legal parent. Your child will not be released to anyone not authorized on your authorization form. **Children cannot be left in the car alone on CCDC property. All children must arrive and depart in child restraints as recommended by Missouri Law.**

If there are legal issues with your child, you must provide legal documentation to prevent a noncustodial parent from picking up your child. If an adult arrives at the center appearing to be unsuitable to drive the director will ask the adult to call someone to come to pick up both the child and adult. If the adult refuses and proceeds to take the child, 911 will be immediately called.

## Parental Involvement

The Community Child Development Center has an open-door policy. Families are invited to visit the program anytime. A positive relationship between families and staff will reflect in your child's learning. Parents are encouraged to occasionally observe their child in the classroom or on the playground. A Family Council will meet yearly to plan events and activities. All parents are encouraged to be a part of the council.

Weekly lesson plans and daily schedules are posted in each classroom. These will provide you with information about your child's activities for the upcoming week. Monthly newsletters will provide additional program information. Formal parent-teacher conferences are scheduled twice per year. Parents are always welcome to schedule a conference with your child's teacher if they have special concerns. Parents are encouraged to visit the center website at [www.maconccdc.org](http://www.maconccdc.org) and the Facebook page at [www.facebook.com/Maconccdc.org](http://www.facebook.com/Maconccdc.org).

CCDC follows the standards of the Federal Family Educational Rights and Privacy Act regarding children's records. Upon prior request, parents are welcome to view their child's files during regular business hours. CCDC will not provide copies of files. If a subpoena is issued for records, a fee of \$1 per copy will be charged.

Parent participation is always welcomed and encouraged. Parents are invited to share hobbies, special interests, pets and their places of work. Please contact the teacher to schedule these events. Opportunities to assist in center special events, donate or collect materials, serve on the community advisory committee, or provide services to improve or maintain our program will be made available on an as needed basis. Daily communications between teachers and parents to discuss activities, accomplishments and behaviors are expected. Parents are encouraged to call or email teachers during naptimes to gain information. Parent participation and involvement in planning are encouraged.

## New Family Orientation

Children entering CCDC are encouraged to come for an orientation visit. Children may stay at CCDC to play and visit with a parent for up to two hours. This orientation visit will allow the child to develop a positive picture of what "school" is all about. Parents are welcome to speak with teachers about classroom routines as time allows. Each classroom has a "Welcome Sheet" to detail items the children need in that classroom. The director will meet with parents explaining center procedures and policies. Parents are welcome to stay for a short time period upon arrival but are encouraged to develop a morning routine that offers the child assurance.

## Grievances

If a parent has a concern or grievance, the parent should put the concern in writing, contact the director and set up an appointment to discuss a solution to the concern. If the problem cannot be resolved at that time, parents should contact the Community Child Development Center Board President and set up an appointment to further discuss the concern and solutions. If an agreement cannot be reached, the Community Child Development Center, Inc. has the right to terminate attendance for the child. The director will be the official spokesperson of the center unless otherwise approved by the Director or Board of Directors.

## Discipline

The Community Child Development Center, Inc. views behavior management as a teaching and learning moment. Positive forms of guidance that will strengthen the child's self-esteem will be used. The classroom schedule, environment and teaching philosophy is designed to promote acceptable behavior. The staff will implement the following guidelines:

- ✚ The staff will establish simple, understandable rules for children's behavior and shall explain them regularly to the children.
- ✚ Behavioral expectations will be appropriate for the developmental age of the child.
- ✚ Praise and encouragement for appropriate behavior will be used instead of focusing on unacceptable behavior.
- ✚ Firm, yet positive statements of redirection of behavior will be used.
- ✚ If conflict occurs, children are encouraged to use conflict resolution techniques and talk through the issue with assistance and encouragement from the teacher. The staff strives to listen and learn more of what each child has to say, thereby hoping to resolve the conflict through effective communication. The following steps will be followed when intervention is necessary:
  - ✚ If acting out or some other type of negative behavior is exhibited, teachers will explain the reason a change in behavior is needed. The child will be expected to change his/her behavior.
  - ✚ If undesirable behavior intentionally continues, a child may be denied a privilege or removed from an activity or asked to sit quietly until ready to join the group. A child's developmental stage is always considered.
- ✚ Children will not be permitted to intimidate or harm others, themselves, or destroy property.
- ✚ If severe disruptive behavior or unsafe behavior persists, parents will be consulted.
- ✚ If inappropriate behavior continues, the child's teacher and administrative staff may ask the parents to seek an outside resource such as a counselor, pediatrician or psychologist to assist with identifying problems and solutions. Parents will be given two weeks to obtain help for the child. If this process is rejected by the parents, enrollment will be terminated.
- ✚ **Corporal punishment (spanking or hitting) will not be tolerated by staff, parents or visitors on the property of the Community Child Development Center, Inc.**
- ✚ Community Child Development Center, Inc. reserves the right to terminate care immediately without notice if the center feels it is unsafe to offer care for any reason. Parents will be notified and will be required to pick up the child.

## Meals and Snacks

Children enrolled in the program will be served breakfast, lunch, and an afternoon snack. Breakfast will be served between 8:00-8:30 a.m. Your child must arrive no later than 8:45 to be served. Please check the classroom schedule for serving times for lunch and afternoon snack.

Community Child Development Center participates in the USDA Food Program and the Missouri Eat Smart Program. Our menus will be posted weekly in the center and distributed to parents. Nutritious meals and snacks will be served family style and children will be encouraged to serve themselves when appropriate. Teachers will eat with children to encourage appropriate table manners and conversation. If your child has special needs during meals, please notify your child's teacher or administrative staff.

CCDC encourages healthy snacks and meals daily and on special occasions. **All CCDC birthdays will be celebrated monthly on the with a sweet treat prepared by the cook. Homemade food items and store-bought items brought by parents will not be allowed at CCDC.** Parents may bring age-appropriate non-food items such as stickers, party hats, plates, cups, favors or bubbles on their child's actual birthday and for party days.

CCDC will be a nut-free facility. All food labels will be checked by staff before serving children. Children are allowed to have a sweet item once every two weeks according to state guidelines. These guidelines allow for a higher level of screening regarding foods for children with food allergies and/or other conditions such as diabetes, etc.

For infants on breast milk, formula and baby foods, an individual schedule for each child will be followed as prescribed by the family. The program believes that each infant develops his/her own natural biological schedule. Parents may elect to participate in the USDA food program with the center providing food and formula or parents may elect to provide their own breast milk, formula, or food.

## **Clothing**

Children should arrive at their center dressed appropriately for children's activities. Children will be involved in messy activities both indoors and outdoors. Outdoor activity is a daily activity. Outdoor play may be cancelled when temperature is less than 30 degrees and more than 90 degrees. Teacher may increase or limit the time spent outdoors according to the weather and age of the children. Please provide your child with boots, coat, hat, gloves, etc. according to the weather. Rubber-soled shoes are the safest for your child. Avoid patent leather, cowboy boots, jellies, flip-flops and sandals. These can be the cause of many accidents. REMEMBER: Children will get dirty!!! Children will not be kept inside because of lack of clothing. Each classroom has a small supply of *extras* that may be use if you forget to bring appropriate items. Our supply is very limited, so please try to remember items that will keep your child comfortable while outdoors.

Infants and toddlers should arrive each day with one-three complete changes of clothing. Parents are responsible for providing diapering supplies for their child. All items should be clearly marked with your child's name. Children that are potty training will also need additional changes of clothing each day. Parents may supply Pull-Ups if they wish. Please help your child as they learn the skills of self-care by dressing him or her for success in clothing that is easy to get on and off. Preschool children should arrive with one complete change of clothing. This can be kept in your child's locker until needed. If your child has a backpack or other bag, please make sure to check it for soiled clothing. This will help to insure your child always has a clean set of clothing in case of accidents. Please have all items clearly marked with your child's name.

## **Toys**

Community Child Development Center will offer your child many stimulating toys and activities. The program realizes that from time to time, there are special items that children would like to bring to the center. Each classroom will set standards for bringing items based on classroom events and the age of the children. Under NO circumstances can children bring a toy weapon to the program.

## **Inclement Weather and Emergencies**

Every effort will be made to have the program open on snowy and icy days. However, inclement weather may make conditions so hazardous that it is dangerous or impossible for employees and children to attend. If the Macon R-1 school district is closed due to severe weather CCDC will try to open at 7:30. For the safety of everyone if the weather is so severe that is unsafe, cancellations will be announced. Families will be notified by Facebook, Procure App and Textcaster as soon as reasonably possible in the event of an emergency that would require evacuation of the centers. To sign up for Textcaster, go to [maconccdc.org](http://maconccdc.org).

## **Emergency Procedures**

CCDC prepares for emergencies through preparation and practice. Drills are practiced monthly with teachers and children. Teachers are responsible for counting children before and after arriving at their designated meeting spot. In the event of a fire, each classroom will exit through their outside door and proceed to their designated meeting spot as posted in classroom. The meeting spot for all classrooms is in the fenced in grassy area near the garden. In the event of a disaster, classrooms will proceed to their designated indoor safety area as posted in the classroom. Safety Area is the Multipurpose Room. In the event of an intruder in the building, classrooms will proceed to their indoor safety area. Emergencies will be announced over the intercom in the building. The director will check each classroom and count children after each drill and in the event of an actual emergency. For additional information, please see the CCDC disaster plan.

## Policy for Abuse and Neglect

1. CCDC has zero tolerance for abuse or neglect of children. **Staff observed verbally or physically handling a child in any way will be terminated immediately.**
2. Employees of CCDC will use positive guidance, redirection and the setting of clear limits that encourage a child's own ability to become self-disciplined. Discipline involves teaching character and self-control. Employees will not, UNDER ANY CIRCUMSTANCES, use physical punishment or abusive language. Discipline will not be associated with food, rest, toileting or outside play.
3. All employees are mandated reporters under Missouri Law. If a staff member suspects child abuse or neglect, the staff member **must** report it to the Executive Director immediately. All suspicions of abuse or neglect must be documented in writing on an Incident Report Form and given to the director within 24 hours of the verbal report. Reports must be dated and detail the event or situation including time and location. The abuse or neglect will be reported to the Section of Child Care Licensing and the Child Abuse and Neglect hotline at 800-392-3738.
4. In the event a staff member is accused of abuse or neglect, without foundation, the staff member may be placed on paid leave pending an investigation by the Children's Division. CCDC will cooperate completely with all agencies involved in the investigation.
5. Services to the family may be terminated immediately, at the discretion of the Executive Director, if child abuse and neglect accusations are proven false.

## Children with Special Needs

CCDC welcomes children with special needs to the program. CCDC is willing to work with parents, special education staff, therapists and other agencies to provide services for children. If through classroom observations, a staff member believes a child is not performing age appropriately the director will be notified. The director and teacher will talk to the parents and gain written permission for the child to be tested by Macon R-I Staff or other professionals as appropriate. Within the ability of the CCDC staff and program will provide on-going support for children with special needs.

## Field Trip Procedures

Field trips are a hands-on learning activity for young children. Field trips will be allowed only with children over two years of age. Bus and walking field trips will only be taken when it is beneficial for the age and stage of the children. Written parental permission must be secured before a child is taken on a field trip. CCDC requires a 1:4 ratio for field trips with children. CCDC will offer 2 bus field trips per year for pre-k children as funds permit. Families will be asked to assist with this cost.

## Transition Policies

CCDC seeks to make transitions for your child from one classroom to another as smooth as possible.

**Transitions will be based on each child's stage and age of development. In addition, the space available in the classroom and classroom group dynamics will be considered.**

To realize smooth transitions, CCDC staff allows children to visit other classrooms occasionally and visit children from other classrooms on the playground. Parents are welcome to visit with their child during the transition time or to take their child on a tour of the new room at pick up or arrival time.

Children will transition from the yellow room to the red or green room:

- At approximately 9-12 months of age.
- When the child is beginning to eat solid foods.
- When the child is mobile.

Children will transition from the red or green room to the purple room:

- At approximately two years of age.
- Shows interest in self-help skills.
- Shows interest in potty training.
- Can communicate with simple words.

Children will transition from the purple room to the blue or orange room:

- When the child is three years of age by August 1 of that year or two years before the child starts kindergarten. This will allow the child to stay with his/her cohort class in school.

*Early in the morning and late in the afternoon, children may be grouped together in a different room. Bureau of Child Care child-staff ratios will always be met.*



## Biting Procedures

common in groups of infants and toddlers. There are many reasons young children may bite another child. These include:

- Teething causes their mouths to hurt.
- Children are experimenting.
- Children are exploring cause and effect and they want to make something happen.
- Children are trying to interact with another child.
- Children feel frustrated and lack coping skills.
- Children are overwhelmed by too much noise, confusion, or excitement.
- Children are asking for attention.
- Children are imitating behavior.
- Children feel threatened or feel their possessions are being threatened.
- Children sense adult tension.

### **The following steps will be taken if a biting incident occurs:**

- The biting will be interrupted with a firm, "No...we don't bite people!"
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound will be assessed by the teacher and cleansed with soap and water.
- The child who bit will be spoken to on their level in a loving, but firm manner. We will explain that, "You cannot bite your friends because it hurts them. We do not hurt our friends."
- The parents of both children will be notified of the biting incident. Incident reports will be filled out.

### **When a child has bitten another:**

Classroom staff will work together with parents and try to reach the cause as to deter future biting – charting location, who was involved, time, other behaviors, staff present, and circumstances. Staff will "shadow" children who indicate a tendency to bite, to head off biting situations and reinforce appropriate behavior.

- Parents will be notified of the biting incident and will be expected to begin your own research and assist us in training your child to use appropriate behavior.
- After second biting incident, the Director will meet with parents/ guardians to go over a written behavior improvement plan and offer resources for assistance. During that meeting, the Director will discuss the CCDC biting policy, the written behavior improvement plan and prepare parents for the possibility of dismissal. CCDC will work closely with the child, in hopes to guide them quickly past the stage.
- If the biting incidents continue or there is a lack of participation in the written behavior improvement plan, the child may be unenrolled from CCDC if deemed in the best interest of the child, the other children, and CCDC at the sole discretion of the Director. Re-enrollment for the child into CCDC may be considered six months after the termination.

### **Points to Consider for Staff and Parents**

As you watch the child play, you can begin to anticipate when a bite might occur.

While biting is very common behavior, it usually stops by age 3 to 3 ½. If your toddler continues to bite, or the number of bites increases instead of decreases over time, it is probably a good idea to request an assessment from a medical professional. This professional can help identify the reason for the biting and develop a strategy for addressing the behavior. Remember, there is no quick fix. Over time, and with assistance, the child will stop biting and use more appropriate ways to express his/ her needs.

## Toileting Procedures

Children are unique individuals, and each will have varying motivations and an array of self-help skills enabling them to successfully use the bathroom on their own. Some children will need a reward system and others will be motivated by discomfort. The staff will work with parents to get to know the child's personality to create an environment that will motivate each child to become potty trained.

CCDC will start potty training when a child exhibit some or all of the following:

- ✓ shows an interest in training.
- ✓ has a predictable pattern each day.
- ✓ understands and use words such as potty, pee and poopoo.
- ✓ can pull up their own pants.
- ✓ wash their own hands.
- ✓ indicates discomfort in soiled pants.

CCDC Staff responsibilities include:

- ✓ introducing potty training to children with books and songs.
- ✓ discussing strategies with parents for potty training success.
- ✓ taking children to the potty on a regular basis, approximately every 2 hours.
- ✓ reporting the child's toilet learning progress to parents daily through the daily report form and conversations.
- ✓ expressing approval to the child when he/she is successful.
- ✓ teaching children how to flush and select the appropriate amount of toilet paper.

Parental responsibilities include:

- ✓ introducing potty training at home.
- ✓ discussing strategies for potty training success with teachers.
- ✓ providing extra changes of clothes for accidents. Clothes should be easy to put on and take off.
- ✓ providing pull ups as needed.
- ✓ teaching children how to flush and select the appropriate amount of toilet paper.

Remember learning to use the toilet can take a long time for young children. Many children will continue to need help until age 4 or 5.

## Hold Harmless Policy

If a parent wishes to hire CCDC outside of center time to care for their child, it is required for staff, parents and director to sign a Hold Harmless Agreement Form.

## Gun Free Zone

CCDC is a gun-free zone based on recommendations from the Federal Gun-Free School Zone Act. This policy prohibits the possession of a gun in the building or on the grounds of CCDC. Exceptions to the possession include: firearms licensed by state or locality for use in law enforcement or if the firearm is unloaded and in a locked container or locked in a motor vehicle. All on site and off site CCDC activities will be gun-free.

## History of Community Child Development Center

Community Child Development Center, Inc was incorporated in September 2005. A Board of Directors was formed with Jane Hunter serving as president and fundraising efforts began. During 2006-2008, over 1 million dollars was raised through grants, tax credits and donations to finance the program. A building was purchased in December 2006 with a Community Block Grant and a Neighborhood Assistance Program Grant was approved for renovations and materials. A state-of-the-art playground was created with the assistance of a Mark Twain Solid Waste Grant. In early 2008, renovations to create a premier early childhood program began. The center opened in Fall 2008.

## Holidays

Community Child Development Center, Inc. will observe the following holidays:

*New Year's Day    Friday Before Easter & Monday After Easter    Memorial Day    The week of July 4<sup>th</sup> (or closest to the 4<sup>th</sup>)  
Labor Day    Thanksgiving Day and Fri After Thanksgiving    Christmas Eve and Christmas Day (Optional four days between  
Christmas and New Year's)    One day for a Professional Conference*