



Gervais School District
Early Learning Center
(2018 – 2019)

Dear Families,

Welcome to the Gervais School District Early Learning Center! We are glad you've chosen us as your early learning/day care provider. Our program provides high-quality care, including learning enrichment, for children between the ages of six weeks up to the time they enroll in kindergarten.

Through our day care, we provide child care and early learning with the support of skilled staff members, all of whom work under the direction of a licensed teacher and a licensed administrator. We use The Creative Curriculum® that provides children with developmentally sound instruction and support. To measure social and emotional readiness and development we use the ASQ3 – Ages and Stages Questionnaire. We look forward to partnering with you to nurture, teach and care for your children.

Our preschool serves students who are four years old. Our staff is highly trained in early childhood learning and work under the direction of a licensed teacher and a licensed administrator. We provide early learning and kindergarten readiness in English, along with daily interaction in Russian and Spanish.

This booklet provides you with information about our program, philosophy and policies. Please keep it for future reference.

It is our privilege to serve you and your children! Please feel free to call if you have questions or would like additional information: (503) 792-3803 ext. 5080.

Sincerely,

The Early Learning Center Team

General Information about the Center

History

The Gervais School District Daycare opened in the fall of 2013 to provide child care for parenting high school students, staff, and the community, along with providing a learning laboratory for students enrolled in the Gervais High School Child Development Class. The preschool opened in the fall of 2015 to provide readiness for kindergarten.

Policies

Both sections of the Early Learning Center follow Gervais School District's policies which may be found by visiting www.gervaisk12.or.us.

How to Register

Registration for either the daycare or the preschool takes place through the Gervais School District Welcome Center, located at 340 First Street. The Welcome Center can be reached by calling 503-792-3803 ext. 1022. The daycare is open from 7:00 a.m. to 5:30 p.m., Monday through Friday during the school year, and closures are observed according to the school district teacher calendar. If school is canceled, so is the Early Learning Center. Closures will be announced on the district's website: www.gervais.k12.or.us.

Mission Statement

We, with the involvement of our culturally rich community, will provide a creative, enriching, and safe environment, which instills a desire to become a life-long learner and a responsible citizen. The Early Learning Center staff:

- Promotes feelings of security, comfort and belonging during time away from home
- Helps develop the child's sense of worth
- Encourages appreciation of the joy and value of learning
- Develops the child's communication, coordination, and social and emotional skills
- Stimulates expression through art and music
- Generates curiosity, initiative, creativity and independent thought

Program Philosophy

The practices of the Early Learning Center are based on developmentally appropriate practices for young children and The Creative Curriculum. Learning is an interactive process, which is emphasized in our curriculum. We provide a safe and nurturing environment for all children, which seeks to;

- Offer developmentally appropriate activities and experiences which will enhance growth in the areas of cognitive, sensorimotor, social/emotional, and physical development
 - Exhibit appropriate use of language and literacy to develop communication skills
 - Provide an environment for active exploration and interaction with adults, high school students, other children, and discovery materials
 - Provide a supervised open classroom arrangement where children are free to choose activities according to their interests
 - that stimulate their imagination, creativity, problem-solving skills, and large and small muscle coordination
 - that provide opportunities for child-initiated, child-directed, teacher-supported play
 - that provide structured, teacher-directed group time for older children in the morning and afternoon pre-school sessions
- Provide the Gervais High School Early Childhood Education (ECE) and Career Technical Education (CTE) program opportunities for high school students to gain knowledge of child growth and development as well as parenthood education through lab experiences that
 - combine the high school students' classroom setting with experiential learning activities to enhance students' understanding
 - of human development
 - of quality care for young children
 - support the daycare program by trained high school students extending the daycare staff
- Provide a warm and accepting atmosphere for each child
- Provide consistency for children and allow them to bond with their caregivers
- Recognize the primary role parents play in their child's development
 - Encourage open communication between parents and staff
 - Share ideas
 - Evaluate progress of your child
 - Set goals and objectives to promote your child's overall development
 - Develop a partnership between parents and The Early Learning Center staff
 - Establish an ongoing, positive rapport between home and the Gervais School District Early Learning Center
 - Welcome visits from parents at any time with or without concerns or questions

Staffing

- Staff and volunteers are carefully screened and selected based on skills, education, experience, and rapport with children
- Staff members have current First Aid/CPR cards and have received training in recognizing and reporting child abuse
- All staff members and classroom volunteers have passed a criminal background check and work under the direct leadership of a licensed teacher and a licensed administrator

Registration, Tuition, and Scheduling

- **Admission**
 - Children between the ages of six weeks and five years are eligible to enroll in the Early Learning Center.
 - Children who are four years old are eligible to enroll in the Preschool Program.
 - Priority will be given to children of parents finishing their high school diploma.
 - Gervais High School and Samuel Brown Academy student parents who have children enrolled in the Gervais School District Early Learning Center (GSDELIC) are highly encouraged to enroll in the ECE/CTE programs.
 - Student parents will follow the contract and regulations established by Gervais School District.
 - A two-week notice is required if your schedule changes and/or your child will no longer be enrolled in GSDELIC.
 - This allows staff to fill the space
 - To notify the finance department at the district office
 - Openings may be available to children of staff and community.
 - Priority will always be given to full time enrollees.
 - Wait-listed children will remain on the wait list for one year.
 - Families may fill out a preliminary application yearly to make sure their child remains on the wait list.
 - Since the Gervais School District Daycare's primary mission is the provision of child care services for high school student-parents, slots for all other clients are subject to a possible two-week written notice of termination of services.
 - Occasionally this may impact preschool slots as well.
 - The Gervais School District Early Learning Center will make every possible effort to support all families with the least disruption of services as is possible based on these limitations.
 - Drop in care is available on a limited basis.
 - Parents must get program coordinator and teacher approval with a twenty-four hour notice.
 - Additional fees apply (GSDELIC office will assign these fees).

- **Registration**
 - Parents will fill out registration, health, immunization, and emergency forms.
 - Notify staff of any changes of address or phone numbers where you may be reached.
 - Update immunization records as needed. Immunizations must be kept current.
 - Parents will be apprised of the fee schedule, expectations, and payment methods before the start of service.
 - Infants will begin their immunizations at six weeks of age to two months of age, according to the Oregon immunization schedule.
 - Children may start attending after six weeks of age and after the first required immunizations are administered.
 - The Marion County Health Department offers immunizations at minimal cost.
 - The Marion County Health Department excludes children from care if they do not receive the required doses prior to the mid-school-year exclusion date in February.
 - A copy of the immunization schedule is available to view in the Gervais School District Early Learning Center office.

- **Fees**
 - The following fees are for the 2018 - 2019 year:
 - \$600 per month for a full day
 - additional siblings in the program at a reduced rate of \$400 per month
 - Fees are prorated accordingly for part-time and/or drop-in services
 - Drop-in rate is \$3.25 per hour
 - Payments must be made monthly in full, in advance of service
 - Make payment by the 25th of the month prior to service month
 - If payment is not made, service will be cancelled beginning on the 1st of the next month.
 - Billing is done by Gervais School District's administrative staff.
 - Payments can be given to Maricruz Camacho at the Gervais Welcome Center, the Gervais School District Business office, or online through the Gervais School District web page.
 - You may pay by check, cash, or online.
 - Make checks payable to Gervais School District, note that the check is for daycare, and include the invoice number.
 - Please do not give payments to any Gervais School District Early Learning Center program staff.
 - If you have any questions about your account, please contact Maricruz Camacho at 503-792-3803, ext. 1022.

- **2017 – 2018 Schedule**
 - Hours open
 - Daycare for Infants and Toddlers: 7:00 a.m. to 5:30 p.m. Monday through Friday - following the Gervais School District teacher calendar
 - First day of service for the 2018-2019 year will be September 4, 2018
 - Preschool Classes
 - First Session: 8:00 a.m. to 11:00 a.m. with lunch (breakfast available at 7:30 in GES cafeteria)
 - Second Session: 12:00 a.m. to 3:00 p.m. with lunch
 - Absences and Late Arrivals
 - Please notify Gervais School District Welcome Center if your child is going to be late or absent
 - Alejandra Rincon: 503-792-3803 ext. 5080
 - Maricruz Camacho: 503-792-3803 ext. 1022
 - Arrivals/Departures
 - Daycare (babies and toddlers)
 - Preschool (four-year olds)
 - Please be sure you follow the instructions for your child's care.
 - Parents/guardians are responsible for signing their child in and out each day in the attendance book.
 - Please bring appropriate outdoor clothing every day.
 - Please check your child's cubby upon arrival/departure for soiled clothing, artwork, etc.
 - Please always keep a clean change of clothes in child's backpack/diaper bag.
 - Please check by the child's sign-in/out sheet for important notes to go home (we will try to remind you as well).
 - When picking up your child(ren) please try to limit stay
 - End of day is difficult for many children, and prolonging departure can add to a child's frustrations at end of a long day.
 - If someone other than the child's legal guardian will be picking up a child from the center:
 - The person must be on the registration as an emergency contact.
 - Staff members will ask all such people for photo identification.
 - Closures
 - At registration, parents/guardians will be given a Gervais School District Calendar with planned school closure dates.
 - When the schools are closed, the Day Care Center may be closed.
 - You will receive a calendar with planned closure days.
 - Emergency closures

- The daycare and preschool will observe all emergency closures called by the district.
- Delayed start will cancel morning preschool session.
- Gervais School District uses an Emergency Notification System (ENS) called IRIS.
- The district can contact parents and staff nearly simultaneously with emergency or informational messages.
- Messages can be sent to phones (voice and text message) and e-mail.
- Households may choose to receive messages on up to five devices/formats.
- Contact the GSD office at 503-792-3803 if you wish to receive these notices.
- Inclement Weather
 - Parents may call GSD's automated phone system (503-792-3803) for updates on whether schools will have delayed openings or be closed due to bad weather or building problems.
 - Follow the voice menu to access emergency closure information.
 - This system can also be used to direct dial a specific phone or check on high school athletic information.
- Emergency information will be announced on the radio and television at 6:00 a.m. on the following stations:
 - KSLM (1390 AM) KWIP (880 AM-Spanish)
 - KKCW (103.3 FM)
 - KBZY (1490 AM) KYKN (1430 AM)
 - KCCS (1220 AM)
 - KWBY (94 AM) KXL (750 AM)
 - KCKX (1460 AM)
 - KUPL (1330 AM/98.5 FM) Q-105 (105.1 FM)
 - KINK (102 FM)
 - TV Channels:
 - KATU Channel 2
 - KOIN Channel 6
 - KGW Channel 5

Emergency information will also be available on the Gervais School District Web Site: www.gervais.k12.or.us

- Holidays
 - The Early Learning Center follows the Gervais School District Calendar (which will be given at registration) for holiday closures.

- Please note that GSD schools are closed from Monday to Friday the week of Thanksgiving, for two weeks encompassing Christmas and New Year's, and one week for Spring Break.

Health and Safety

- Alcohol and Drugs
 - Staff members will not release a child to the care of any person suspected of being intoxicated or drug-impaired
- Allergies
 - Please inform the day care and preschool lead staff members of any diagnosed allergies (This should have been disclosed at registration as well).
 - Inform them also of substances or foods suspected of causing any type of reaction in immediate family members.
 - The child's name and allergy will be prominently posted in the center's facilities for staff use.
- Accidents/Injuries
 - Update phone numbers
 - In case of a serious accident, staff will do their best to contact the child's parent/guardian first.
 - If parent/guardian cannot be reached, emergency numbers the parent has given will be called.
 - If unsuccessful, 911 will be called.
 - If child is taken to the hospital without parent present, an administrator or staff member will accompany the child.
 - From time to time, children may sustain a bump, bruise, scrape or other injury.
 - Staff will offer comfort and have a calm demeanor.
 - Staff will fill out an accident form.
 - Form will be signed by parent/guardian as an acknowledgement of disclosure.
 - Staff will meet and debrief on the occurrence.
 - Form will be kept at the center, put into the child's folder, and sent to the district office.
 - A copy of the report may be requested.
 - No care beyond first aid will be given at school.
 - No invasive treatments may be used at the center.
 - No removal of slivers, or objects in the eye will occur.
 - No topical ointments or antiseptic may be used.
 - First Aid
 - Cut/Scrape
 - Wash the wound with soap and water
 - Apply bandage when necessary
 - Cut to the mouth area
 - Rinse mouth with cold water
 - Apply a cool compress
 - Bruise/welt
 - Apply cool cloth

- Apply ice
 - Bite mark
 - Wash with soap and water
 - Apply ice
 - If skin is broken
 - Wash with soap and water
 - Apply bandage
 - Contact parent
- Car Seats
 - State law requires car seat use for children less than eight years of age, less than four feet, nine inches tall, and/or weighing less than 40 pounds.
 - Adult seat belt must fit properly
 - Infants under 2 years of age must be rear facing.
 - The police, school district administrators, and/or DHS will be immediately notified in the event a child is transported to or from the premises without the use of a car seat.
- District Wellness Program
 - It is the intent of GSD that district schools, including the Early Learning Center, are proactive in encouraging students to make healthy personal choices.
 - Healthy eating patterns and increased physical activity are essential for students to achieve lifelong health and well-being.
 - Meals and snacks will follow the district's nutritional guidelines.
- Emergencies
 - Parents, guardians, or emergency contact persons will be called for accidents requiring medical attention
 - Examples of such would include: deep cuts that require stitches, uncontrollable nosebleeds, large bumps or bruises (particularly to the head), and possible fractures.
 - The person contacted will be asked to pick up the child for further assessment by a physician.
 - In an emergency situation such as broken bones, unconsciousness, extreme fever, large or deep cuts, and head injuries followed by vomiting and/or dizziness,
 - The staff will call for ambulance service, and a school district employed adult will accompany the child to the hospital.
 - The parent, guardian, or emergency contact person and the child's doctor will be informed immediately.
- Insurance Disclaimer
 - Gervais School District (GSD) does not carry student medical or dental insurance to cover student accidents or illnesses.
 - This insurance is parental responsibility.
 - GSD assumes no insurance liability for student accident or illness.
- Hand Washing
 - All children and volunteers are asked to use hand sanitizer and wash their hands upon arrival at the Early Learning Center.

- Parents please help your child sanitize/wash their hands as a home activity.
 - This will help decrease the spread of germs coming into the center and decrease the sharing of germs with our friends.
 - Hand washing is always encouraged at GSDELIC.
 - Employees shall wash hands upon arrival at Early Learning Center.
 - Washing hands is the single most important line of defense in preventing transmission of disease-causing organisms.
 - Staff will wash/sanitize hands:
 - Immediately before handling food, preparing bottles, or feeding children.
 - After handling food.
 - Before handling clean utensils or equipment.
 - After using the toilet, assisting a child in using the toilet, or changing diapers.
 - After handling of body fluids (e.g., saliva, nasal secretions, vomitus, feces, urine, blood and/or secretions from sores).
 - After handling soiled items such as garbage, mops, cloths, and clothing.
 - Whenever hands are visibly soiled.
 - After removing disposable gloves.
 - Children will wash/sanitize hands
 - After each diaper change or visit to the toilet.
 - Immediately before and after eating meals or snacks.
 - Before and after water activity.
 - After playing on the playground.
 - Whenever hands are visibly soiled.
 - How to properly wash hands
 - Always use warm, running water and a mild, preferably liquid soap.
 - Wet the hands and apply a small amount of liquid soap to the hands (dime to quarter size).
 - Rub the hands together vigorously with the soap and tempered water for 15 seconds.
 - Be sure to wash all surfaces of the hands, including the backs of hands, palms, wrists, under fingernails, between fingers, and cuticles.
 - Rinse hands well for 10 seconds, leaving the water running.
 - Dry hands with a paper towel.
 - Turn off the faucet with the paper towel.
 - Use the paper towel to turn any door knob required to exit the hand-washing area (i.e. a bathroom).
- Head Lice
 - Head lice are common in young children, especially between the ages of 3-12 years old.
 - Head lice are not a sign that the child has poor hygiene nor that their home is dirty.

- Adults can help prevent head lice by telling children not to touch heads with other children and not to share hair items, hats, or coats with other children.
- Children who are found to have head lice will be sent home, and per school district policy must be lice-free before returning.
- Parents will be given information about how to effectively treat the lice infestation.
 - Parents are expected to pick up their child as soon as possible.
 - District Policies: JHCCF, JHCCF-AR
- Information about Head lice
 - Tiny insects that live in human head hair
 - Crawl along the hair shaft and feed on small amounts of blood from their host by biting the scalp
 - Such biting results in itching
 - Redness and bumps on the scalp
 - Sometimes sores from the scratching
 - Spread by “head to head” contact between people and includes sharing
 - Hairbrushes and combs
 - Pillows, bedding/linens
 - Hats and hoods
 - Do not have wings and cannot fly; contrary to popular myth
 - Cannot “jump” between people
 - Cannot live on pets or other animals
 - Nits (lice eggs) are very small specks
 - Tan, yellow or brown in color
 - Seen on the hair shaft
 - Nymphs (baby lice)
 - Eggs hatch into nymphs about 1-2 weeks after they are laid.
 - Nymphs look like very small dots that are gray-white or tan in color.
 - Can be seen on hair shaft
 - Adult lice
 - Nymphs grow into adult lice at approximately 1-2 weeks.
 - 2-3 mm in size (about size of a sesame seed)
 - Usually brown-red in color
- Medication Policy
 - When medications are to be given by Early Learning staff, parents must complete a medication permission form.
 - Families must sign and date medication forms before any medication can be given.
 - Must give specific written directions from the physician
 - Physician specifies date, time and amount to be given
 - Early Learning staff will only administer medications
 - With signed parental consent
 - After receiving formal training on administration of medications from our licensed school district nurse

- All medication is to be given directly to the staff member.
 - Not left in child's bag or cubby
 - Kept in a locked cupboard or refrigerator
- Prescription medicine must be in the original container with the prescription number, and include:
 - Name of the medication
 - Date the prescription was filled
 - Physician's name
 - Child's name
 - Instructions for administration
 - Early Learning staff must administer the medication as stated on the label instructions.
- Non-prescriptive medication must be brought in the original container
 - Will be administered according to label directions
 - Staff will not administer expired medication
- Over-the-Counter Medication
 - Only medications **without** fever reducers will be given without a prescription from the doctor. However, a parent must fill out an authorization form.
 - Children younger than two years of age
 - A note from the child's physician must accompany the medication to be given.
 - Recommended dosage by age or weight will not be exceeded without written permission of physician.
 - Fever reducers will only be given at the GSDELG on written direction of a physician for the following situations
 - 24 hours before and after administration of immunizations
 - Teething for up to one week, when first seen by a physician to eliminate any other source of illness
- Special Health Needs
 - Please talk with the Early Learning Center administrative staff if your child has a special health need.
 - We want to work with families to provide the best care and/or accommodations for your child, whether temporary or ongoing.
 - A health protocol may need to be put into place with the school nurse, parents and the child's doctor.
 - If the need is dietary, a medical food substitution request will need to be submitted in writing to the Early Learning Center administrative staff.
 - This will be submitted to the Gervais School District's Food Services Department and the school nurse
 - This will be posted in the appropriate Early Learning Center locations.
- Student Health Policy
 - The Early Learning Center shares the concern that parents have for the health of their children, therefore efforts are made at the Early Learning Center to maintain a healthy environment.

- If your child becomes ill at school, your child's Early Learning Center staff member will notify you by telephone, or if you cannot be reached, the emergency number you have provided will be called.
 - Your child needs to be picked up within 30 minutes of the call.
 - Your child may return to the Early Learning Center once the symptoms have been gone for 24 hours.
- The following are reasons that indicate a child should not be in the care of the Early Learning Center:
 - Your child cannot participate in the Early Learning Center's routine activities
 - Your child's illness requires more care than the Early Learning Center staff can provide without compromising the needs of other children in the group.
 - Your child remaining in the Early Learning Center's care increases risk to your child, to other children, and/or to adults with whom the child is in contact.
- The following symptoms, combination of symptoms, and/or illnesses within the past 24 hours will require a child not being admitted into the Early Learning Center:
 - Fever over 100 degrees Fahrenheit, taken under the arm; child may return once fever has been gone for 24 hours without fever reducing medication such as Tylenol or ibuprofen
 - Diarrhea (three incidents of abnormally loose stool per day); child may return after normal stool unless local health official deems necessary for lab tests or cultures
 - Vomiting (not stress related or "spitting up"), includes dry heaving; child may return when vomiting stops and child can keep food down
 - Nausea
 - Severe coughing (Five or more coughing fits per day or a constant cough); child may return when coughing spells lessen
 - Persistent running nose with non-clear discharge; child may return when non-clear discharge stops
 - Skin lesions or rashes that are severe, weeping or pus-filled; child may return when physician determines these are not symptoms of communicable diseases; child may return with a note from the doctor stating what the rash is, that the child is no longer contagious, and can attend the Early Childhood Learning Center
 - Difficulty breathing or abnormal wheezing
 - Eye lesions, red, itchy, weeping or pus-filled eyes, including pink eye
 - Complaints of severe pain
 - Any known/suspected communicable diseases
 - If a child has seen a physician and been prescribed an antibiotic, they need to have taken it for 24 hours, whether contagious or not, before returning to the Early Childhood Learning Center.
- Sunscreen
 - Parents are asked to please apply sunscreen to their child(ren) on sunny days before coming to daycare.

- Daycare staff may apply sunscreen to children in the afternoon before outside activities with a signed authorization form.

General Information for Parents

- Items to Send
 - Labeled diaper bags for infants and labeled backpacks for toddlers and preschool children
 - Extra clothing
 - For all ages, at least one complete change of clothes is required.
 - For infants and children toilet training, several sets of cleaning clothing may be needed.
 - Diapers
 - Families are asked to supply diapers.
 - Families are asked to supply items used in diapering process.
 - Diapers
 - Wipes
 - Ointments
 - Other items as requested
 - Food
 - Adequate supply of formula, breast milk (in ready-to-feed-container)
 - Infant cereal and jarred food
 - Bottles/nipples for infants
 - Sippy cup for toddlers
 - For children one year of age and older, Gervais School District Food Service Department will provide:
 - Milk,
 - Juice – available at breakfast only
 - Breakfast, snack, and lunch
 - Nap Time
 - Center provides cribs and cots.
 - Pacifier or security item may be brought.
 - Small stuffed animal or doll labeled with child's name
 - Kept in child's cubby and used at nap time
 - The child's own pillow and blanket may be brought.
 - Name label on each item
 - Pillow and blanket taken home at end of week for laundering
 - There is a nap time for all children.
 - It is not required that they sleep, but that they lie down.
 - Lights turned off and quiet music played
- Items of Interest and Concern
 - Birthdays
 - The Learning Center is happy to celebrate your child's birthday.
 - Talk with staff about preparations.

- If you wish to bring food items, due to health regulations, these must be purchased from a store.
 - Parents are welcome to attend the celebration if they have completed a background check with the district prior to the event.
 - To avoid hurt feelings, when making plans for birthday celebrations at home, please do not send invitations to the Learning Center unless all children will be involved.
- Communication with Staff
 - Please respect timely drop off and pick up time for your child and the other children and staff members
 - Though oral communication is always welcome daily with staff, please be aware of confidentiality and time constraints of others.
 - Please feel free to call the learning center at any time with questions or concerns you may have.
 - Scheduled communication times will be arranged with each family and a staff leader.
 - This may be set up at time of registration, or
 - By phone call to prearrange a time
 - Written records about children, staff and parents are completely confidential.
 - Parents may read accident or injury reports about their own child(ren).
 - They may not have access to incidents involving other children.
 - Phone numbers and addresses will not be given out without written permission of the parent.
 - Discipline
 - Our policy is based upon mutual respect.
 - The learning center is set up for children to freely explore, create, and make choices for themselves.
 - The child/caregiver relationship focuses on building self-discipline.
 - Caregivers guide children to positive behaviors and teach skills to manage negative ones.
 - Limits are set to ensure safety of each child.
 - Limits are set to safeguard the rights of the individual.
 - Self-help skills will be encouraged... “it’s your turn, it’s my turn”.
 - Cues will be given to help children learn transition times in daily routines.
 - Methods used for positive guidance as a form of discipline:
 - Distraction
 - Redirection
 - Allowing choices

- Teacher will allow child to step away from a situation for a calming period.
 - Teacher will then talk with child to process their feelings, emotions and behavior.
 - When child reflects on behavior, problem solving is more likely to result, leading the child to make more positive choices in the future.
- Recurring disciplinary problems
 - Staff will contact parents/guardian about the situation.
 - Staff and parents will work together to develop a plan to help child gain self-control and a positive attitude toward peers and teachers.
 - Discipline is always a cooperative effort between home and the center.
- Sensitive Issues
 - Dismissal/Discontinued Care
 - The Gervais School District Early Learning Center reserves the right to refuse/terminate child care with notice for the following reasons:
 - If parent/guardian does not follow payment procedures/policies (as stated in “Fees” on page 5)
 - If space is needed for a teen parent infant/toddler
 - If a child continues to display negative/detrimental behavior (maximum 2 week notice)
 - Negative/detrimental behavior is affecting the safety or well-being of the child, other children, or staff in the center
 - Negative/detrimental behavior is damaging center property
 - Negative/detrimental behavior is non-compliant with center policies
 - Biting and Aggressive Behavior Policy
 - Biting and some aggressive behavior is a normal developmental stage in young children.
 - This behavior is a process of learning how to interact and communicate with others.
 - Children are still learning what is socially acceptable and what is not.
 - Biting and aggressive behavior are different issues.
 - There are many situations **when** and reasons **why** children bite, or are aggressive.
 - Biting provokes a strong emotional response from the biter, injured child, parents and caregivers.
 - If biting by a child continues, all reasonable attempts will be made to shadow the “biter” until the child outgrows behavior.

- Toilet Training
 - Toilet Training should be a positive experience.
 - Is the child ready developmentally, physically, and emotionally?
 - Child is able to express a need to go potty
 - Knows what words mean: “pee pee” or “potty”
 - Sees a toilet and wants to try it out
 - If child cries, screams or says “no” repeatedly, then child may not be ready.
 - Accidents will happen, and staff will react in a calm, positive manner; it is important that parents do the same.
 - Child’s family and center must work together
 - Does not happen overnight
 - Child should be successful at home with going “potty” before attempting training at the learning center
 - The learning center is a safe and positive environment, but the toilets are different from home ones.
 - There will be an adjustment period.
 - Child may refuse to use the toilet at the learning center, and if this continues after three or so days, staff will wait and try later.
 - However, parents should continue efforts at home, and then later, learning center staff will try again.