



# Parent Handbook

June 2022

## Table of Contents

Welcome to King of Kings CEC.....	3
a. Mission	
b. Vision	
About our programs.....	4
a. Programs	
b. Enrollment	
i. Process	
ii. Tuition	
iii. Additional fees	
iv. Delinquent accounts	
c. Attendance	
i. Withdrawal	
ii. Dismissal policies	
iii. Closings	
iv. Drop off and pick up procedures	
Health information.....	12
a. Medications	
b. Sunscreen	
c. Physical examination	
d. Exclusion from care	
e. Nutrition	
i. Meals	
ii. Birthday/holiday treats	
Safety and guidance .....	16
a. Field trips	
b. Mandatory reporting	
c. Parking lot	
d. Biting policy	
e. Guidance	
f. Behavior Incident Reports	

Curriculum.....19

- a. Iowa Early Learning Standards
- b. Creative Curriculum
- c. Assessment
- d. Concordia Lutheran curriculum

Attachments.....20

- a. Biting policy
- b. Center wide expectations
- c. Solution kit visuals

# Welcome to King of Kings Childhood Education Center!

## Mission and Vision

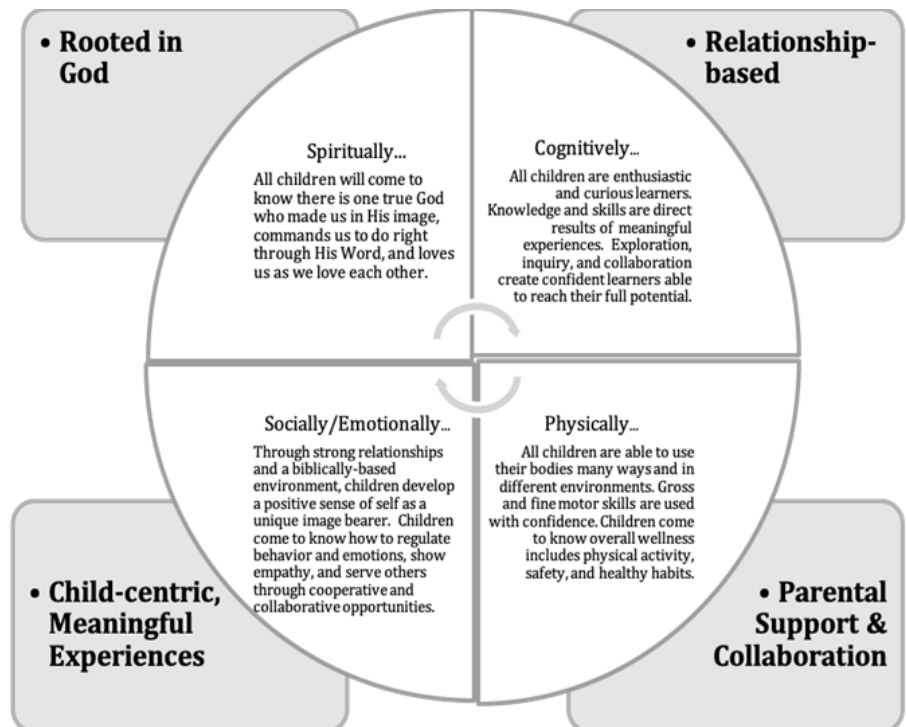
The mission statement of King of Kings Lutheran Church is “Know God Better, Love God More, Make God Known”.

The vision of the King of Kings Childhood Education Center is to be “A caring community bringing Christ to children and families.”

The King of King Childhood Education Center acquaints every child, regardless of age, with God: who He is and what He has done, what He is to the world, and His relationship with those He created.

God has a purpose for our lives, and we are active participants in God’s ongoing story.

Our intentional, purposefully designed environment is the foundation which cultivates the natural development of each child and teaches respect, social responsibility, and community through exploration, discovery, and means of expression. Children will emerge as socially capable, confident citizens and servants of God.



## About our programs

### Programs

King of Kings Childhood Education Center serves families with children ages 6 weeks- 5th grade. All programs are full day, 5 days a week, with the exception of before and after school care.

King of Kings Childhood Education Center follows DHS licensing capacities for staff to child/student ratios. Our program will never exceed the following:

Infants (6 weeks – 18 months) – 16 children at a 1:4 ratio

Toddlers (19 months – 2 years) – 12 children at a 1:4 ratio

Two year old – 12 children at a 1:6 ratio

3 year old preschool – 10 children at a 1:10 ratio

4-5 year old preschool – 12 children at a 1:12 ratio

School age (kindergarten – 5th grade) – 20 children

Children will be placed in programs/classrooms based on program availability, also considering age, maturity, and needs of the child. The director, family, and teaching staff will work together to determine the best placement for your child and when it is appropriate to transition rooms.

### Enrollment

King of Kings Childhood Education Center, also referred to as the CEC, accepts children 6 weeks through 5th grade. The CEC does not discriminate against any child based on race, religion, national origin, or sex.

Admission of “exceptional children” with physical or mental disabilities will be left to the sole discretion of the director. The decision will be based upon the severity and limitations of the child, as well as the program’s ability to meet the needs of your child. The decision will be based on what is best for the child.

## Enrollment Process

We have partnered with Enrollsy, an all-in-one enrollment, billing, payment, and childcare management software. We encourage you to use Enrollsy to best stay connected with your child's teacher and to stay up to date on your child's day.

The registration process consists of four steps and must be completed before attending the CEC.

### **Step 1: Inquiry form**

The purpose of this brief form is to gather basic information. It can be found on the CEC tab on the King of Kings website. [www.kingofkingscr.org](http://www.kingofkingscr.org) Once submitted, you will be contacted to schedule a tour of the center.

### **Step 2: Online enrollment form**

This is the official enrollment form via Enrollsy. The link will be emailed to you following acceptance into the program. Acceptance is based on availability in each classroom or age group. The CEC director will communicate if a spot is available after the inquiry form is received. If immediate space is not available, the family will be placed on a waiting list.

Once accepted in a program, the enrollment form should be completed in full, which includes all necessary permissions and emergency contact information. At this step, the non-refundable enrollment fee is due.

### **Step 3: Enrollment agreement**

Using DocuSign online in the Enrollsy portal, you will be prompted to sign the enrollment agreement, agreeing to all CEC policies.

### **Step 4: Additional health forms**

A few hard copy health forms are needed and can also be found on the Enrollsy portal. These include a child health exam form and an immunization record. You may also stop into the CEC to obtain a hard copy of these forms.

## Enrollment fees

For families enrolling in King of Kings Childhood Education Center, an annual \$125.00 fee is due at time of enrollment.

This nonrefundable fee covers office work related to enrollment processing and consumables, such as soap, paper towels, etc.

## Tuition

Our rates for the year are outlined in the chart below.

6 weeks - 24 months	\$280/week
2 year olds	\$250/week
3 year olds	\$230/week
4-5 year olds	\$200/week
Before/After school care	\$75/week

All payments are due prior to care. Billing statements are sent via Enrollsy.

Automatic withdrawal: Payments can be made automatically through a savings or checking account using Enrollsy. Once enrolled, parents can determine if payments are withdrawn automatically or manually.

You can find answers to frequently asked questions at:

<https://intercom.help/enrollsy/en>

Tuition fees that are not paid in full by 5:00 p.m. on Friday for the following week are considered past due, and a charge of \$15.00 per day, including weekends, will be assessed until fees are paid in full. If tuition fees are underpaid and/or overdue for three consecutive weeks child care will be subject to the "Delinquent Account" policy.

## Additional fees

For families with school age children who are enrolled in the before and after school care, there are additional charges if families choose to utilize our “full day” add on service when staffing allows.

School age full day care	\$30/day
--------------------------	----------

Families are able to utilize Full Day care as needed during the school year, such as in-service days, snow days, holiday breaks, etc. when offered. Full day care offerings will be determined by the CEC Director and committee depending on staffing and available room space.

A sign-up sheet for upcoming School Age Full Day care will be shared with families 2 weeks out, for parents to indicate if care is needed for that specific day.

## Child care damage fees

Although the materials, supplies and equipment at the CEC were chosen with durability in mind, misuse may cause permanent damage. You are responsible for any damage above and beyond normal wear and tear, whether intentional or not, caused by your child while enrolled.

## Delinquent accounts

1. Tuition is due before "close of business" on the Friday before the week of care. Families that are late paying their weekly tuition will be charged the \$15 late fee per day.
2. After receiving 3 consecutive \$15 late fee charges or after accruing an overdue balance that is 3x your typical weekly tuition charge, parent/s are responsible for submitting a payment plan in writing to the CEC director.
3. Within one week of the plans submission parent/s are responsible for organizing a meeting with the director to ensure that both the Center and family can agree to the plan. The payment plan can be modified by the Administrator to ensure it is agreeable to the Center's needs.
4. The payment plan must outline a new payment structure that includes the outstanding balance and ongoing tuition. The amount due weekly must be equal to the current tuition and a portion of the outstanding balance. Families will be given up to 8 weeks to pay the overdue balance amount.



5. Failure to maintain the payment plan will result in an additional \$15 late fee charge and will require full payment of the complete balance within 14 days or child care services for the family will be terminated.
6. If the full balance is paid and the family remains at the Center, parent/s will need to maintain weekly payments from that time and moving forward for the timeframe they remain at the Center or services will be terminated 14 days from the first non-payment.

## Attendance

It is the parent's/guardian's responsibility to ensure that the child(ren) arrive and depart according to their communicated times on the enrollment form.

Regular attendance at the CEC is extremely important for your child to settle in well. Routine becomes a part of your child's day. You are welcome to visit your child in the CEC at any time.

Please notify the CEC before 9:00 AM if your child will not be in care for the day. Absences can be communicated either by phone, email, or via the Enrollsy system. When communicating your child's absence, please also communicate the reason for the absence. If your child misses child care for the day, payment is still required.

If a child is absent and we have not received communication from the family, CEC staff will call to ensure the safety of the child.

CEC staff will phone parents or guardians when a child has missed three consecutive days of care. If after two weeks, the staff have been unable to reach the parents, the child will be dismissed from the program.

## Withdrawal from the CEC

Withdrawal from the program requires a two week notice in writing or via email. Fees for two weeks will be charged following notification of withdrawal.

## Dismissal Policy

It is the goal of King of Kings Childhood Education Center to work with and support the families in our community. Our program strives to meet the needs of all students.

In rare circumstances a child may be removed from our program either on a short term or permanent basis. We make every effort to prevent a dismissal from occurring; however, there are situations when corrective action may become necessary.

**Initial Corrective Action Plan:** If a child's behavior continues to physically or emotionally endanger staff or other children within the program, a parent meeting will be requested. The problem behavior(s) will be discussed with the parent/guardian and recorded. An initial corrective action plan will be established to help the child succeed.

**Second Corrective Action Plan:** If, after a predetermined time frame, the initial plan for changing the child's behavior fails, a second meeting will occur. The behavior correction goal(s) will be reviewed again. A new behavior plan will be defined.

**Dismissal:** If no progress occurs within the established timeline following the second corrective action, the child may be dismissed from the program.

*Administration reserves the right of immediate student dismissal (i.e., major safety infraction, threat, behavior not in line with the teachings of King of Kings Childhood Education Center)*

We may ask that you withdraw your child from the CEC in the unlikely event and if any of the following situations arise:

- Failure to pay tuition and other fees
- Repeated failure to follow CEC policies
- Continual arrival or departure beyond regular hours of operation
- KNOWINGLY bringing an ill child. Ill child is defined as a child with a fever, other illness symptoms, or having been medicated within the last 12 hours.

## Closings

Our regular hours of operation are 6:30 am - 5:30 pm.

The Center will be closed for the following holidays:

1. New Year's Day, January 1<sup>st</sup>,
2. Easter Monday,
3. Memorial Day,
4. Fourth of July,
5. Thanksgiving Day and the day after Thanksgiving,
6. Christmas Eve and Christmas Day. Additional time for Christmas may be taken if deemed reasonable by the CEC Committee.

If a holiday falls on a Saturday, the Center will be closed the Friday prior to the holiday. If the holiday falls on a Sunday, the Center will observe the following Monday.

If the Center has EXTREMELY LOW attendance during a holiday season (less than 15%), a decision will be made as to whether to close. The Center will inform families of closing in advance.

Tuition is not prorated for holidays or emergency weather closings and must be paid in full.

### **Emergency Closings & Delays**

King of Kings Childhood Education Center may close due to inclement weather if deemed necessary. The decision to close the Center due to inclement weather will be based on a) severity of weather conditions and b) whether travel is recommended.

All weather-related delays and closings will be posted on KCRG-TV 9 and [www.kcrg.com](http://www.kcrg.com) under "cancellations/delays".

## **Staff professional development**

Staff members maintain current certifications in First Aid, CPR, Universal Precautions, Mandatory Reporting of Child Abuse, and Essentials training. Classes in the areas of child development and appropriate practices are attended yearly to keep staff updated on topics related to providing the most developmentally appropriate experiences for children and their families.

The CEC may close up to 4 days per calendar year to provide time for staff to train as a team. These dates will be announced at least 4 weeks in advance.

## **Drop off and Pick up procedures**

### **Drop off and Pick up**

As indicated previously, King of Kings Childhood Education Center is open from 6:30AM – 5:30PM, Monday – Friday. We do follow the DHS guidelines for a 10-hour maximum day, meaning a child cannot be left at the Center for more than a 10-hour period.

Staff does arrive at the Center prior to 6:30AM to complete opening duties and prepare rooms for children. Please do not enter the building prior to 6:30AM.

Parents/Guardians are required to sign their child in upon arrival and again at pick-up on the iPad kiosk in the Center.

### **Enrollsy Pin**

All parents and authorized pick-up providers will be issued an individualized login pin. This is the login you use to check your child in and out each day. Staff will assist you with the iPad and Enrollsy app, if necessary, and help with the check in process. Your login is unique and should not be given to others. Individualized logins record who is dropping off and picking up your child.

### **Secured Entrance**

King of Kings Childhood Education Center maintains a safe, secure environment. All outside doors remain locked during operating hours. When arriving to pick up or drop off your child please use your key card for entry. If you do not have your key card, press the buzzer located at the main entrance. Once verified through our camera system, you will then be allowed entrance. Only authorized adults listed on

a child's enrollment form will be allowed to pick up a student. Unfamiliar adults will be asked to show ID to determine access with authorized pick up records.

### **Unlimited Parental Access**

Parents have unlimited access to their children, and to the provider caring for their child during the CEC's hours of operation, unless parental contact is prohibited by a court order. A copy of the court order must be on file at the CEC to guarantee enforcement.

Parents are encouraged to visit the Childhood Education Center and spend time with their child whenever work permits.

### **Under the Influence policy**

In the event a parent/guardian, or any person authorized to pick up a child, comes to the center and a staff member believes that person to be under the influence of drugs or alcohol and too intoxicated to transport the child safely, we will call another authorized person to have the child picked up. A staff member will remain with the child until an alternate person arrives. If there is resistance to this procedure, or if a person appearing to be intoxicated attempts to leave with the child, staff will immediately call 911 to report the incident and provide the police with the description of the car and license plate number the child is leaving in. The Police Department and the Department of Human Services will then handle the matter.

## **Health information**

### **Medications**

If your child must receive medication during care hours, parents must fill out the DHS required form giving permission to administer the medication.

Prescription medication needs to be in the original container and labeled with the child's name, name of drug, dosage, and directions for administering, date and physician's name. Dosage and amount cannot be changed without a doctor's written permission.

Over the counter medications (including acetaminophen) will not be administered by CEC staff without medical authorization. In case of a medical emergency, the

staff will administer first-aid. A parent or authorized adult will be notified as quickly as possible. If medical attention is required, the staff will call for emergency help.

## Sunscreen

Sunscreen is applied by staff with consent to children in childcare before going outside, May through September.

All families must supply sunscreen with SPF-30 or higher in the form of a face stick AND spray- on sunscreen. The staff will document when sunscreen is applied. An appropriate layer will be applied evenly on all exposed skin areas except the eyelids, mouth, palms of hands, fingers, and feet 30 minutes prior to outside activities. Staff will reapply sunscreen every two hours, according to the label directions.

Students attending field trips with extended outdoor activity will reapply sunscreen more frequently based on need.

## Physical examination report

Per the Iowa Department of Human Services, for each child enrolled in our care, the child care center shall require an admission physical examination report, submitted within 30 days from the date of admission, signed by a licensed medical doctor, doctor or osteopathy, physician's assistant, or advanced registered nurse practitioner. The date of the physical examination shall be no more than 12 months prior to the first day of attendance at the center. The written report shall include past health history, status of present health including allergies, medications, and acute or chronic conditions, and recommendations for continued care when necessary. Annually thereafter, a statement of health condition, signed by one of the above listed medical providers is required..

## Exclusion from care

To ensure that we are providing the healthiest environment possible for children in our care, the following guidelines have been established:

- Each child must have a completed physical form (Health Statement for school age) and an up-to-date Immunization Certificate on file. Allergies must be noted and an allergy plan must be on file. If medication needs to be given by staff, a Medication Authorization must be on file.

- Each child will be greeted upon arrival. If a child has a rash, fever, or other symptoms of sickness, the child will not be admitted to care.
- If the child becomes sick during care, a parent will be notified that the child is ill and the child must be picked up as soon as possible. The child will be given a place to rest, away from the other children and under supervision of a childcare provider.

**If the child has a fever of 100.4 degrees or more, has vomited, or has diarrhea, the child should not return to the CEC until the child has been symptom free for at least 24 hours.**

- Parents are responsible for updating all forms with new information pertaining to health. If your child has a communicable disease, please notify the CEC office, so a Notice of Exposure can be posted with symptoms and duration.

The following guidelines are enforced for these contagious diseases:

Contagious disease	Policy
Chicken pox	A child will be allowed to return to care after ALL chicken pox are crusted over (5-7 days).
Pink Eye	A child will be allowed to return to care 24 hours after proper medication is administered and with a doctor's note.
German measles/Rubella	A child may return to care 7 days after the rash begins.
Giardia/Shigella	A child will be allowed to return to care when there is documentation of two negative stool cultures after treatment.
Head Lice	A child shall not be excluded immediately or sent home early from child care because of head lice. Parents of affected children shall be notified and informed that their child must be treated properly as soon as possible.
Hand Foot Mouth	A child may return to care one week after the illness has started and he/she is fever free for 24 hours.
Herpes Simplex	A child may return to school with approval of child's doctor
Impetigo	A child may return 24 hours after an oral medication has begun and 48 hours after a topical medication has begun.

MRSA	A child may return with a doctor's note when the wound is covered and no longer draining.
Pinworms	A child may return the day after treatment begins as prescribed by your child's doctor
Ringworm	A child may return 24 hours after treatment begins as prescribed by the child's doctor along with a doctor's note with diagnosis and treatment.
Roseola	A child may return 24 hours after treatment begins as prescribed by the child's doctor along with a doctor's note with diagnosis and treatment.
Strep throat	A child must be on an antibiotic for 48 hours and be free of a fever for 24 hours before returning.

## Nutrition

The CEC provides a well-balanced lunch and a morning and afternoon snack for children in full day care, guided by the Department of Human Services. CEC food service staff will provide lunch daily. Staff will adjust recipes for most allergies, but will not adjust for gluten free. These parents will be asked to provide lunch for their child. Lunch consists of a main dish, fruit, vegetable, and milk. This is included in the tuition. Menus will be posted in the classroom. Lunch will be posted each month and snacks will be posted a week in advance. Staff will update the menu if there are any changes.

Food from home (not medically related) brought from home or other venues is discouraged.

### **Birthday/Holiday Treats**

On occasion, families and children will want to celebrate a special event with food. Birthday/holiday treats from home must be appropriate for that age group and be nut-free. Please notify your child's teacher in advance if you wish to bring in treats.

The following are considered a choking hazard and not allowed for children ages 3 and under: hard candy, seeds, raw peas, hard pretzels, chips, popcorn, and marshmallows.



Classrooms with students who have life threatening allergies may have more specific guidelines.

## **Safety and guidance policies**

### **Field trips**

Students may participate in field trips if the consent on the enrollment form allows. Consent is given during enrollment via Enrollsy. Destinations and dates will be announced in advance. If parents wish to attend the field trip with their child, they may notify their child's lead teacher or director to be placed on the volunteer list. Volunteers may be limited based on availability of space.

If a classroom field trip is scheduled, all children assigned to that classroom that day must attend the field trip. There will not be additional child care provided for children unable to attend.

### **Mandatory Reporting**

As outlined in the Iowa state law and by the Iowa Department of Human Services, all providers of childcare services are trained and are mandated to report all suspected cases of sexual abuse, physical abuse or neglect of children. Iowa law states that the preschool and childcare personnel may take photographs of any injured area on a child. Any person participating in the making of or in investigation of a report shall have immunity from liability, civil or criminal, which might otherwise be imposed.

### **Parking lot**

Parents and visitors are to park their vehicles in the designated stalls in the front parking lot of the church close to the CEC doors and walk your child to the nearest walkway. Please remain vigilant at all times when walking and driving in the parking lot. Small children can dart out in front of or behind cars. Caregivers should ensure children are well supervised at all times in and around the parking lot.

## Biting Policy

Even in the best childcare center, periodic outbreaks of biting occur among infants, toddlers and sometimes preschoolers and occasionally older children. This is an unavoidable consequence of grouping young children together. When it happens, it can be scary and very frustrating for children, parents and teachers.

Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons: teething, simple sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Childcare group situations are difficult: dealing with others constantly around, sharing attention and toys, and too much or too little stimulation are all very difficult for children. Biting is not something to blame on children, their parents or their teachers. When biting breaks out, a high-quality childcare program immediately takes action, not to blame the biters but to change the environment and help children change their behavior.

The biting policy is located in the policy section at the end of this handbook.

## Guidance

The CEC seeks to provide a fun, safe, and calming environment for children. The staff implements strategies included in the Positive Behavior Intervention and Supports or PBIS. PBIS is a research and evidence-based curriculum for teaching social and emotional skills. It is our policy to use various positive problem solving techniques to promote self-control in children. We believe consistency is the most important factor in providing effective outcomes. Positive behavior supports include these strategies:

- Be consistent in expectations
- Give specific, clear directions
- Use positive reinforcement for appropriate behavior
- Redirect children having problems
- Model desired behaviors
- Offer choices
- Directly teach pro-social skills

- Utilize first/then boards

The CEC has three center-wide expectations with three rules for each expectation. These expectations and rules are posted in all classrooms and throughout the center. A visual is included at the end of this handbook.

We Are Safe: We use safe hands and feet. We stay together. We use walking feet.

We Show Respect: We use quiet voices inside. We use listening ears. We use kind words.

We Are Responsible: We clean up. We take care of our toys. We help each other.

For more information and tools you can use at home, please visit the Center on the Social and Emotional Foundations for Early Learning at <http://csefel.vanderbilt.edu/resources/family.html>.

Attached to this handbook are solution cards to help children solve conflicts that may arise in the classroom. These provide children the opportunity to choose an appropriate response to the conflict. These are displayed and taught in our preschool classrooms.

## Behavior Incident Reports

BIR reports are sent home when a child engages in the following kinds of behaviors

- Aggression to another child or adult that results in physical pain or harm to that person (includes kicking, hitting, biting, scratching)
- Running out of classroom, off playground, or from group without responding to the calls of the adult
- Intentionally injuring self in manner that may cause serious harm (severe head banging, biting self)
- BIR's are also completed when a child continues to engage in problem behavior despite efforts to redirect and use alternative skills.

When a child receives 3 or more BIR's for the same behavior parents will be contacted and a meeting will be scheduled to discuss additional supports and/or behavior modification plans.

## Curriculum

### Iowa Early Learning Standards

The CEC teachers use the Iowa Early Learning Standards to guide their lesson planning. The Iowa Early Learning Standards (IELS) are descriptions of the knowledge, behaviors, and skills that children from birth through age five may demonstrate; and they provide a strong developmental foundation that aligns with the Iowa Core (K-12).

### Creative Curriculum

The CEC utilizes Creative Curriculum, which is based on early childhood theories and research. It creates purposeful and productive play experiences that help children grow in all areas. The goal of the program is for children to become independent, self-confident, curious learners who work well with others.

### Assessment

The assessment that compliments Creative Curriculum is Teaching Strategies GOLD. It is based on developmentally appropriate objectives that are predictive of school success and aligned with state standards. Staff will ask for input from families to help assess developmental progress of their child as well. The assessment information is then used to guide lesson planning and report progress to parents.

### Concordia Lutheran Curriculum

Through our "One in Christ" curriculum, the children will come to know Jesus as their friend and Savior. They will learn about the hope of eternal life in heaven, the blessings of forgiveness, and the promise of God's help in their everyday life.

Age-appropriate materials and activities (Bible stories, songs, prayers, pictures, etc.) will help them grow in their faith and understanding of God. Parents receive a weekly guide to help reinforce the concepts taught in preschool.

## **Attachments**

### **Biting Policy**

Even in the best childcare center, periodic outbreaks of biting occur among infants, toddlers and sometimes preschoolers and occasionally older children. This is an unavoidable consequence of grouping young children together. When it happens, it can be scary and very frustrating for children, parents and teachers. Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons: teething, simple sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Childcare group situations are difficult: dealing with others constantly around, sharing attention and toys, and too much or too little stimulation are all very difficult for children. Biting is not something to blame on children, their parents or their teachers. When biting breaks out, a high quality childcare program immediately takes action, not to blame the biters but to change the environment and help children change their behavior.

### **Caregiver procedure**

It is important that the caregivers remain calm and in control of their emotions when biting occurs. Staff should not show anger or frustration towards the child. The caregiver should calmly respond to the child, letting them know that biting is not ok. In addition the following steps will be taken.

1. The teacher will remove the child from the situation and focus caring attention on the child who was bitten.
2. Encourage the biter to help take care of the child that was bitten (hold ice pack, comfort the child).
3. The caregiver should talk to the child who bit (if able to communicate) and talk about different strategies that the child can use next time (give them appropriate words-if able) instead of biting. This should be done in a short, simple way.

### **Environmental check**

It is important to explore the reasons for biting when it occurs. Staff need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of some triggers would be communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on

prevention strategies and start teaching replacement skills. Below are some examples of how the teacher will begin this assessment.

1. The teacher will examine the context in which the biting is occurring and look for patterns. The teacher will use the Center Action Plan for documentation and ask the following questions:
  - Was the space too crowded
  - Were there too few toys
  - Was there too little to do or too much waiting
  - Was the child who bit getting the attention and care he/she deserved at other times, other than when he/she was biting
2. The teacher will change the environment, routines or activities if necessary
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate manners, including using words, if they are capable of them.
4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent and administration will meet regularly to regulate an individualized action plan and to measure the outcome of these changes.
7. If biting continues, the Director or On-Site Supervisor will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

### **What you can expect from us**

When children bite, parents of both parties are informed personally and privately the same day. All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on our standard incident form which is completed and signed by teacher, parents and an administrator is notified. One copy is given to the parent and one copy is kept in a locked file cabinet in the office.

- 
- We will put the child's safety first and provide first aid as well as comfort, support and advice to any child who is bitten.
  - We will provide appropriate programming for children to help prevent biting.
  - We will make current information and resources on biting available to you.
  - We will provide teachers with adequate knowledge and training to deal properly and effectively with biting.

- We will take your concerns seriously and treat them with understanding and respect.
- We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.
- We will respond to your questions, concerns and suggestions—even when our response to some suggestions is no.
- We will work to schedule conferences about biting with you, at a time you can attend.
- We will keep your child’s identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior.

### **Frequent Biters**

If a child continues to bite, and biting poses a health risk to other children, the Director will make the decision to withdraw the child from our program. While we understand that biting is a part of a developmental stage some children may go through, we must consider the safety of all children enrolled in our program. The severity and frequency of a child biting will determine whether the center gives the family a two-week notice of termination OR whether there is a need for immediate termination for our program.

*See also: Dismissal Policy 5.08.1*

## Our CEC Rules

### We are safe



Walking feet



Stay together



Safe hands and feet

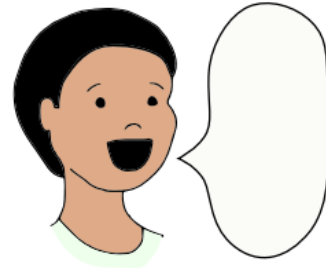
### We show respect



Listening ears



Quiet voices inside



Kind words

### We are responsible



Help clean up



Help others



Take care of our toys



Solution Kit Cards

