

Parent Handbook of Policies and Procedures

Rosa Valdez Early Learning Center
"A Center of Excellence"
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Table of Contents

Philosophy and Mission Statement.....	1
Staff Qualification/Professional Development.....	2
Primary Care.....	2
Accreditation/Curriculum.....	3
Development Assessments and Parent Conferences.....	3
School Holidays/Closures.....	4
Admissions Requirements.....	5
Fees.....	6
What Should be Brought/Not Brought.....	7
Attendance/School Readiness & VPK/Late Arrivals.....	8
Birthdays/Pick up/Drop off/Fire Drills and Emergency Evacuation.....	9
Release of Students/Storm Closings.....	10
Visitation.....	11
Sick Policies/Emergency Medical Procedures.....	12 & 13
Emergency Medial Procedures.....	13
Outdoor Play/Universal Precautions.....	14
Accidents/Confidentiality.....	14
Food/Meals.....	15
Discipline.....	16
Reporting Abuse/Grievances.....	17
Children’s Services.....	18 & 19
Orientation.....	19



Philosophy and

Cornerstone Family Ministries is an equal opportunity employer dedicated to a policy of non-discrimination in selection of individuals for employment with this agency regardless of race, creed, color, sex, religion, natural origin, sexual orientation, handicap condition or veteran status

Mission Statement

Children's Services is a long established community based family resource program

committed to supporting the well being of children and families. Our comprehensive services strengthen families through collaborative relationships with social service agencies, professional staff, and community resources. Our staff has cared for generations of families, promoting a foundation of good health, school readiness and positive family relationships.

Our Mission is to provide comprehensive family services, advocating for the empowerment of families through community-based partnerships.

Our Vision is to be a self-sufficient community based resource center providing a multitude of family services.

Our Philosophy of working with children is that the first five years of life are extremely

important in influencing the development of the child. Our Early Intervention Strategies ensure that each child has the best opportunities to reach their optimal development. Our holistic approach integrates all aspects of a child's development. Children being the active learners that they are learn from hands on activities that they plan and carry out themselves while interacting in their natural environments. This approach helps children develop strong positive self-concepts and become self-reliant problem solvers.

We recognize the importance of the adult interactions in teaching children. A teachers natural abilities and personality are crucial in facilitating learning. The positive experiences and interactions we provide for our children, the interests and love we share act as validators, fostering each child's total development.

We believe that it is only through a strong partnership with the family that we are able to help children to reach their full potential. We are dedicated to being a family friendly program where all members of the family can find the support they need to enhance their ability to provide the best for their children

STAFF QUALIFICATIONS/PROFESSIONAL DEVELOPMENT

All staff receives training each year in compliance with Child Care Licensing Rules and Regulations. All teaching staff has completed a 40-hour training module and Early Literacy training and is required to receive ongoing at least 25 in-service training annually on developmentally appropriate practices. Lead Teachers have at least an Associate Degree or higher in Early Childhood Education. All classroom interns are in school and considered degree/certificate seeking, and train under the direction of the lead classroom teachers. CFM follows the legislative guidelines of having one Credentialed staff per (20) children in the center. The Director of the child care facility must have a Bachelor degree or higher along with 5 years of experience or more managing a child care facility. All other managers must have an Associate degree or higher in early childhood education.



Primary Care

The primary teacher will be responsible for overseeing the child's individual needs and developmental plan. While providing the basic care and education/developmental program for the child, the primary teacher will:

- Complete the child's developmental screening.
- Write and up-date the individual education plan. (IEP)
- Prepare lesson plans that incorporate the child's strengths and concerns.
- Plan individual activities that enhance the child's development.
- Represent the child during the developmental assessment team review.
- Make recommendations for additional evaluations, and referrals for therapy, and services.

In addition, the primary teacher should write the daily or weekly (depending on the age of the child) reports to the parent. The primary teacher should keep good records of all developmental information on the child and document any special needs of concerns. It is the primary teacher's responsibility to report any concerns to the management staff.

Accreditation

Our programs are nationally accredited. This is a high quality standard that assures you that our facilities, staff and program not only exceed all local licensing standards but are recognized as top performers in the industry. We place special emphasis on low teacher-child ratios, effective teacher interactions, and careful attention to individual care, education and guidance of each child.

Curriculum

We use an emergent curriculum that is based on developmentally appropriate practice. Developmentally appropriate practice defines the techniques and activities that we use with each child as being appropriate to that child depending on the child's age, developmental level and emotional maturity.

Our curriculum incorporates monthly themes that focus on current and seasonal topics. Teachers plan activities based on the individual needs of the children in the group and take advantage of teachable moments.

Developmental Assessments and Parent Conferences

Each child is screened for developmental concerns within the first 30 days of enrollment. This initial screening allows the teacher to gain an understanding of the child's current level of development. From this initial screening, the teacher is then able to discern which goals will be appropriate for the child and the areas in which attention must be paid. The screening results will also enlighten the teacher to the child's areas of strength. All enrolled children will be re-screened by classroom teachers two times a year (September and April). A team consisting of the Family Support Coordinator, Center manager and the teacher will review the screening results of each child and update the individual development plan.

Periodic screenings allow the family to gain an understanding of the child's developmental strengths and weaknesses as well as the rate of development. Parents will be notified when developmental screenings are scheduled and encouraged to attend. The results will be made available as per the parent's request. Parent Conferences will be scheduled to discuss the child's development and any recommendations and or referrals for follow up.

Family Support

FAMILY SUPPORT SERVICES AND SERVICE COORDINATION: A trained specialist is available to assist families in accessing the appropriate services for their child. The Family Support coordinator can assist the family in the enrollment process, coordinate specialized services such as those listed below, assist in accessing financial aid, and make referrals for community services that will benefit the child and family. Crisis intervention and case management services are provided as needed.

School Holidays/Closures

The center participates in 12 days per school year that we close either early or for an entire day. The center reserves the right to add additional school closures with the appropriate notification for things like professional development, teacher work days, and or emergencies. In the event of an emergency situation, our center follows Hillsborough County School closures as well as our own emergency plan.

New Year's Eve ~ Center closes at 12:00pm
New Years Day ~ Center is closed
Martin Luther King Day ~ Center is closed
President's Day ~ Center Closes at 12:00 pm
Good Friday ~ Center is closed
Memorial Day ~ Center is closed
Independence Day ~ Center is closed
Labor Day ~ Center is closed
Columbus Day ~ Center closes at 12:00pm
Thanks giving Day/After ~ Center is closed
Christmas Eve ~ Center is closed
Christmas Day ~ Center is closed



Admission Requirements



Before being enrolled into the Center, the following must be given to the Center Manager

1. Completed CFM Enrollment Packet
2. Up-to-date Immunization Record (blue form 680)
3. Child's Physical Examination (form 3040) completed within the past 2 years; must include Blood pressure, Hematocrit, height/weight and TB results.
4. Funding Referral (if applicable)

The enrollment packet *must* be turned in at least 24 hours prior to the child's first day and must be complete in order for a start date to be approved.

Fees

Payments must be made on ***Friday*** of each week to pay for the next upcoming week of services. Payment is required weekly. All Payments should be given to a Manager.

Fees may be paid by check or money order only. Please make payable to Cornerstone Family Ministries.

Regardless of the nature or reason for the child(ren)'s absence, full payment is required weekly.

No REFUNDS. Money paid for fees will not be refunded. Credits may be given toward other fees. Adjustment will not be made without a receipt verifying the payment.

Failure to pay weekly fees may result in the termination of services for the child.

There is a two (2) week vacation for full fee paying families only – each subsidized program has their own policy for vacation time.

If tuition is not paid by the end of day on Friday, it is considered late and will result in a \$5.00 late fee charged to your account along with not being able to drop off on Monday.

Fee schedule and Tuition Policy

Weekly Rates

Infants	F/T\$185.00 P/T\$137.70
Toddlers	F/T\$170.00 P/T\$117.00
Toddler-2	F/T\$160.00 P/T\$87.60
3 Year Old Preschool	F/T\$130.00 P/T\$82.20
4/5 Year Old Preschool (Non-VPK)	F/T\$125.00 P/T\$84.00
5 Years and older in school	F/T \$112.80 P/T \$84.00
Voluntary Pre- Kindergarten	F/T Wrap \$50.00

School Readiness rates (for those who qualify) are issued by the Early Learning Coalition.

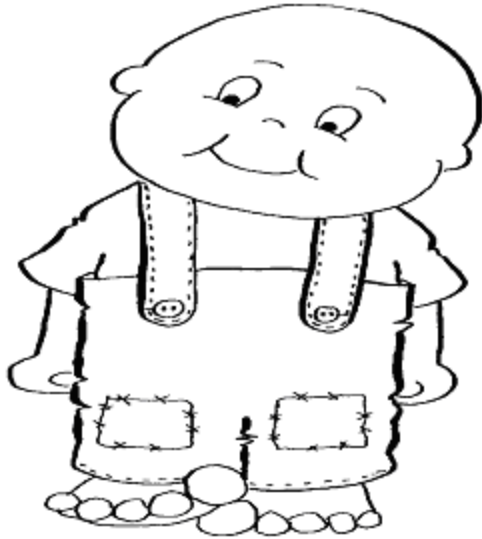
In house tuition assistance (for children already enrolled) is available for those who qualify, please see the Center Manager to complete an application.

Tuition Policy

All tuition is due **EVERY** Friday **BEFORE** the start of the next week. Tuition for the upcoming week is billed on Thursday and **MUST** be paid completely on Friday. In order to drop off on Monday your tuition account **MUST** be at zero balance and ready to be billed again on Thursday for the next upcoming week.

Hours of Operation

Our Center is open from 7AM until 6PM Monday through Friday. Administrative hours are Monday-Friday 8AM until 6:00PM Monday through Friday.



What should my child always bring?

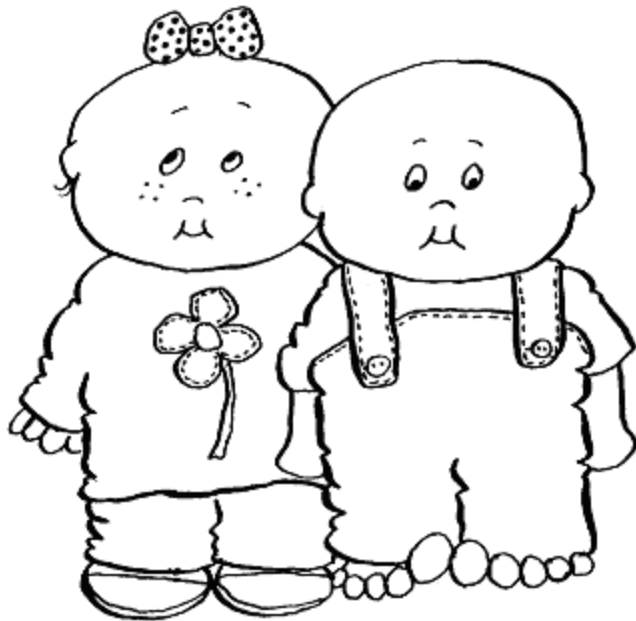
1. Two changes of clothing with the child's name written on each piece of clothing.
2. If necessary, a daily supply (6-8) of diapers or a package of diapers and wipes. (Your child's teacher will let you know when your child's low on diapers and wipes)

What should my child not bring?

1. Food. Children should ***not*** bring any food or candy into the Center. We provide breakfast, lunch and snack throughout the day. If your child has any food allergies or special nutritional requirements please notify the Center Manager.
2. Toys. Toys can get lost and make other children jealous.
3. Jewelry. Children can get scratched or hurt by jewelry and you do not want it to be lost.
4. Hair accessories. These can easily be lost.

What should my child wear?

1. Closed-toe shoes. ***NO SANDALS OR FLIP FLOPS.***
2. Clothing appropriate for the weather. A sweater or jacket when it is cool outside. Remember to put your child's name on all clothing.
3. Play clothes, which are OK to get dirty in. Children learn when actively playing. They may get dirty or messy.



ATTENDANCE

For your child to receive the full benefit of our program, it is very important that your child attend every day. When a child cannot attend due to illness or other circumstances, it is very important that you let the office and teachers know. If your child is absent for more than two days or if attendance is sporadic, the Center Manager will contact you. If your child is absent for 10 days we may decide to terminate their enrollment.

School Readiness and Voluntary Pre-K Programs

Children who are enrolled under Title XX or the VPK program need to bring a doctor's note or documentation of extraordinary absence if they are absent for more than 3 days. These programs do not pay for more than 3 absence days per month without an explanation on their Extraordinary Circumstance Request for Payment Form. Parents must fill this form out for all absences beyond 3 per month. Parents may be asked to pay for absence days if a form is not completed or if their program does not approve the reimbursement for those days.

Late Arrivals

All children are encouraged to be at the Center by 9:00 a.m. If your child will be late for any reason, you must call and either speak to someone in administration or leave a voice mail no later than 8:45am. It is important for young children to have a consistent routine. Our daily schedules are designed to promote learning and good self-concepts. Your child/ren may miss out on important activities if they arrive late. If you are going to be late, please notify the office. Also, you will need to feed your child breakfast before dropping them off if they will arrive after the meal is served.

Birthdays

The center is proud to recognize all students on their birthday and will allow parents to bring in items to celebrate as a family. We ask that the administrative staff and your child's teachers be given at least one week's notice to plan such events and ensure it does not interrupt instruction.



PICK-UP AND DROP-OFF

- 1.** A person age 18 or older needs to walk your child into his/her classroom at the beginning of the day and pick your child up from his/her classroom at the end of the day. The person who picks your child up **MUST** be listed on your child's enrollment form as eligible to pick the child up. Please call the office if someone other than these people will pick up your child. Anyone other than the regular person who picks up your child will need to show I.D. in order to receive your child.
- 2.** Each day, the authorized person who brings your child must sign the child in and the Authorized person who picks up your child must sign the child out using the appropriate notebook in the classroom. Please also check your child's cubby and/or bag for information.
- 3.** Children need to be dropped off after 7 a.m. and all children should be picked up before 6 p.m. If your child is picked up later than 6 p.m. there will be a late pick up fee of \$1.00 per minute charged to your account which must be paid prior to dropping off the following day
- 4.** If the parents/guardians have not contacted the Center at the time of closing, Center staff is to make every effort to contact the parents/guardians by telephone. If the child's parents/guardians cannot be reached within thirty minutes after closing, and there has been no contact from the child's family, Child Protective Services as well as the police will be notified to pick up the child from the Center.

Fire Drills and Emergency Evacuations

Any parents and visitors who are in the Center during a fire drill or emergency evacuation must remain with their child until the all clear signal is given.

Smoke Free Environment

Our Facilities including the outdoor areas are Smoke Free.
Please do not smoke anywhere on the premises.



RELEASE OF STUDENTS

During school hours, your child(ren) will be permitted to leave school only in the custody of one of the following adults:

1. Parents/guardians of the child.
2. Emergency contact people listed on enrollment sheet.
3. Other people permitted to take children home on enrollment sheet (after showing proper I.D.)
4. An adult with written or verbal permission from parent/guardian and proper I.D.

5. A law enforcement officer.

6. An authorized social worker with the Department of Children and Families.

Please alert your Manager in writing of any special restrictions or names of specific person(s) not permitted to visit and/or pick up your child(ren). Legal documentation of parental custody and restrictions may be required to prevent another parent from having access to your child. You must also notify the office if any changes occur in the picking up of your child.

STORM CLOSINGS

We will close anytime the Hillsborough County schools close due to severe weather. We may also close if the weather advisories prohibit safe transportation. Listen to local radio and TV stations for information about the local school closings.

Visitors

Custodial parents and guardians are welcome at the Center at all times. We have an open door policy and welcome parents to participate in center activities with their child/ren.

All Visitors are required to sign in and report to the office upon arrival at the Center. A manager will check their identification and inquire as to the nature of their visit. All visitors will be required to sign in and out on the visitor log and wear a visitor pass tag while on site.

If the visitor wants to see or visit with a child, the manager will check for written authorization in the child's file. If no authorization is available the parent will be contacted and informed of the situation. No one will be allowed access to a child at the Center for any reason unless written authorization is obtained from the parent. Verbal authorizations will not be accepted. Custodial parents will be allowed free access to and visitation with their child while at the center.

A representative of each work group and tour will be asked to sign in for the whole group on the visitor sign in. Each visitor will be asked to wear a visitor pass tag

Regular Visitors

All regular visitors will come to the office prior to visiting the classroom and sign in and out on the visitor's log. A schedule of regular visits will be posted in each classroom of when a child is scheduled for therapy on a weekly basis or receives regular visits by an outside professional. The teacher will be responsible for checking Identification of the therapist or professional and verifying that the visit is occurring at an authorized time. A manager will be notified of any changes in visitors or changes in visiting schedules. The manager will need to obtain any additional authorizations from the parent before the visitor will be allowed access to the child.

Non-Custodial Parent Visitation

Non- custodial parents will not be allowed to have visitation at the Center. The custodial parent will be required to provide a copy of a court order of a custody agreement to be kept in the file. The custodial parent must also provide written instructions as to any contact that the non-custodial parent may have with the child. Written authorization from the custodial parent must be in the child's file before any information will be released or access to the child given to the non-custodial parent.

SICK POLICY



Children may not attend the Center if they have signs and symptoms of a communicable disease. Please look at the chart below to make yourself familiar with these signs and symptoms. If a teacher is concerned about a child's health, a parent/guardian will be contacted and is expected to take the child home immediately.

Depending on the illness, the child either needs to be free of symptoms or free of symptoms AND have a doctor's note before returning (Please see chart for further information). The **Center Manager** can override the doctor's note if he/she feels that the child has not been treated for the proper amount of time.

Policy for Child's Well-Being

12

NOTIFICATION TO PARENTS	CANNOT RETURN THE NEXT DAY EVEN IF SYMPTOMS ARE GONE	NEED A DOCTOR'S NOTE BEFORE RETURNING	SYMPTOMS NEED TO BE GONE BEFORE RETURNING
Non-contagious issues that we are concerned about)	(Symptoms which can result in serious problems)	(Long-term problems)	(Cold symptoms and other contagious symptoms)
1. Clear runny nose	1. Fever of 100 or over	1. Chronic/unexplained ear drainage	1. Green/yellow runny nose
2. In school accidents	2. Constant and frequent diarrhea	2. Chronic green/yellow runny nose	2. Ringworm of scalp
3. Teething symptoms	3. Vomiting 2 or more times	3. Rashes	3. Persistent Cough
4. Discomfort			4. Impetigo
4. Fatigue			5. Rashes
4. Covered Ringworm			

Sick Policy Continued

If your child has green or yellow mucus and you decide to take him/her to the doctor, you can bring your child back to school the next day **IF:**

1. You took your child to the doctor in the morning, you gave him/her medicine in the morning, AND you have a doctor's note stating that your child is not contagious.
2. Your child's symptoms are gone.

If you pick your child up in the afternoon, he/she cannot return the next day.

When you drop your child off, please discuss his/her condition with the teacher and have the teacher check for symptoms before you leave.

If the Doctor places a child on prescription medication, the child may not return to the Center until they have been on the medication for 24 hours. You should always try to schedule medication times while the child is at home. We prefer not to give children medication while at the Center. If your child must be given medication while at the Center, you will need to bring a Doctor's note or prescription indicating that. Both over-the-counter medications and prescription medications need Doctor's notes before we can give the medicine to your child. All medications must be in the original container. Prescription medications must be in the original bottle with the prescription label on it. The label must indicate the child's name, current date, type of medication and specific amount and frequency of dosage (NOT AS NEEDED). An appropriate measuring dispenser must be sent if needed. It must have the child's name on it and be kept in a zip-lock bag. Please also make sure to fill out the MEDICATION FORM that gives us permission to give this medicine to your child. MEDICATION FORM's are located in each classroom. Medication will not be given if:

- A medication form is not complete and signed
- Medication does not have all required information on the label
- Name of child and dosage instructions are not the same as on the prescription label
- Medication is expired– will be returned to the parent
- Over the counter medication without a doctor's note

EMERGENCY MEDICAL PROCEDURES

When a child becomes ill or injured at school, every effort will be made to notify parent(s), guardian(s), or emergency contact people. IT IS VERY IMPORTANT THAT THE CENTER HAS A CURRENT TELEPHONE NUMBER WHERE PARENT(S) MAY BE REACHED AT ANY TIME DURING THE DAY. OTHER EMERGENCY CONTACTS PHONE NUMBERS MUST ALSO BE ON FILE IN THE CENTER'S OFFICE. If we cannot reach the parent(s), guardian(s), or emergency contact person, the Center will contact the child's physician and/or arrange for immediate emergency treatment.

OUTDOOR PLAY

Children play outdoors daily as the weather permits. Please dress your child appropriately for the weather. Children will not play outside in rain, severe cold or when air quality is poor.

UNIVERSAL PRECAUTIONS

Staff is trained in the use of universal precautions. Universal Precautions are used to prevent the spread of disease under the assumption that at any given time a child might have an undiagnosed communicable disease. In order to preserve the health of staff and children at the Center, staff is required to wear latex gloves and is instructed in correct hand washing procedures.

Children are also instructed in correct hand washing and given time to wash their hands when coming in from outside, before and after meals, and after toileting.

Children and staff should always wash their hands when arriving at the Center to prevent transferring germs into the classroom. Parents are asked to remind the child to wash his/her hands when arriving and assist the child when necessary. All toys, bedding, and equipment are sanitized daily.

ACCIDENT REPORTS

If a child has an accident that causes cuts, bruises, etc. while at the Center, the teacher is required to fill out an accident report and give one to the parent and one to the office. By the same token, please tell your child's teacher if your child gets bumps, bruises, etc. at home.



CONFIDENTIALITY

Your family has access to any and all information concerning your child. You have the right to know why information is needed, how it is used and who has access to it. To protect your child's privacy, only CFM staff and contracting consultants will have access to records on a need to know basis only.

Meals

The Center meals follow USDA Guidelines and consist of breakfast, lunch and an afternoon snack. Please ask your child's teacher what time each meal is served. If your child misses a meal because he/she is late or is picked up early, it is your responsibility to provide your child with that meal. No food should be brought to the Center or removed from the Center. If you arrive late with your child you may be asked to sit with him/her while they eat so the teacher can attend to the rest of the children when they are done.

Special Diets and Food Allergies

Please let us know if your child has any food allergies or special diet restrictions. A note is required from the child's DOCTOR, and this information will be posted in the cafeteria and in the child's records. If your child is not able to eat from our regular menu, substitutions will be provided by the center to meet the nutritional needs of your child.

Food for Children's Birthdays and Special events

All foods that are brought into the Center for birthdays and special occasions need to be store bought and in sealed packages. Parties will be held at afternoon snack time. We encourage healthy treats such as fresh fruits and vegetables and 100% fruit juices. No costume characters or balloons are allowed for safety reasons.





DISCIPLINE POLICY

The goal of discipline is to assist children in learning acceptable behaviors while decreasing or eliminating undesirable behaviors. All discipline will be constructive and will include elements of positive reinforcement.

Until a child demonstrates self-control, it is the staff's responsibility to consistently maintain safe and appropriate limits for the welfare of the group and each individual child. Teaching children appropriate behavior involves making sure they understand what is expected of them, modeling appropriate behavior, and reinforcing the desired behaviors. In addition, teachers facilitate the development for self-control in children by using positive guidance techniques, such as redirecting children to more acceptable activity and setting clear limits. Teachers' expectations match and respect children's developmental capabilities.

Acceptable disciplinary procedures include:

- 1.** Not giving attention to the inappropriate behavior while giving attention for the appropriate behavior.
- 2.** Using verbal statements or facial gestures to show a child that certain behaviors are not acceptable.
- 3.** When a child is demonstrating negative behavior, staff will assist him to a more appropriate activity and/or behavior.

Physical punishment, shaming, fear and withholding of food, rest, or toiletting are never used:

Many times, problems with discipline may be an indication that children are dealing with stressors that are beyond their young experiences to resolve. Should this be indicated with your child, our Centers have many resources, including child counselors that may be of assistance.

At any time, if you would like to meet with one of our child counselors, please speak with the Service Coordinator or the child's teacher who will make the arrangements for you.

REPORTING CHILD ABUSE AND NEGLECT

Any person who has reason to suspect that a child has been subjected to abuse and/or neglect has an obligation to report it by calling the abuse registry at 1-800-96-ABUSE. The person on duty at the registry will report the matter to the proper area for investigation.

Employees of public or private facilities serving children are required, by statute, to report any case in which they believe a child has been subjected to abuse or neglect. Any employee who willfully violates the provision of the law may be found guilty of a misdemeanor.

GRIEVANCE PROCEDURES

If you have any problem with your Child Care program, any staff member, or your child's daily experience, please let your child's teacher know. We want to satisfy parents and improve our program so that we can better help your child.

It is our belief and practice that presentation of a grievance should be accomplished with dignity and respect. The following list identifies our approach to the grievance process.

- * Parents and Staff Members have the right to be treated with respect and dignity always throughout the grievance process.
- * Parents and Staff Members have the right to expect quick resolution of issues, problems, and concerns.
- * The presentation of a grievance will not expose your child, or any other child in the classroom, to harsh language and/or derogatory statements.
- * All information concerning a grievance will remain confidential.

We believe talking with your child's teacher can solve many problems. Please talk with them about your concern. We recognize that as a parent, you love your child and your grievance is important to you.

CONFIDENTIALITY

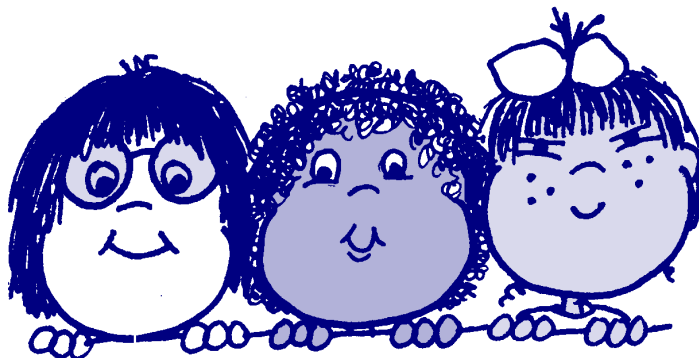
Your family has access to any and all information concerning your child. You have the right to know why information is needed, how it is used and how to access it. To protect your child's privacy, only our staff and contracting consultants will have access to records on a need to know basis only.

WITHDRAWALS OR DISMISSALS

When you decide to withdraw your child from our program we ask that you speak to the Center Manager or Program Director to let us know when the child's last day will be. We will work with you to make the transition as smooth as possible. A request for records form must be completed in order for us to give you necessary records from your child's file. This may take up to 48 hours to be completed. If for any reason we are not able to accommodate you or your child we may need to dismiss him/her/them from the program. All efforts will be made to find an appropriate placement prior to dismissing the child.

PROGRAMS OFFERED THROUGH CHILDREN'S SERVICES

- 1. FAMILY SUPPORT SERVICES AND SERVICE COORDINATION:** A trained specialist is available to assist families in accessing the appropriate services for their child. The Family Support coordinator can assist the family in the enrollment process, coordinate specialized services such as those listed below, assist in accessing financial aid, and make referrals for community services that will benefit the child and family. Crisis intervention and case management services are provided as needed.
- 2. DEVELOPMENTAL SCREENINGS:** If you ever have concerns about your child's development, please discuss this with the Service Coordinator. Developmental screenings are available to assess the developmental levels of your child and indicate if further evaluations are needed.
- 3. EARLY INTERVENTION SERVICES:** Children who exhibit developmental delays or disabilities may qualify for therapeutic services and family support services through the Early Intervention Program. This program provides developmental evaluations, family support planning, adaptive equipment, early intervention services and transportation. Therapies are authorized through this program as needed.



8. PARENT MEETINGS/FAMILY ENGAGEMENT ACTIVITIES: On a regular basis parents and teachers from our Center get together for a meal and a program. Programs range from playing BINGO to having speakers on employment opportunities and developmentally appropriate practices, and cooking classes. It is a good time to get to know your child's teacher and network with other parents. There will be times throughout the year where you will be encouraged to come in and participate in a special event that has been planned for you. Your child's teacher will inform you of these events throughout the year.

9. PARENT EDUCATION AND JOB TRAINING OPPORTUNITIES: CFM offers a variety of programs such as seminars in child development; classes in behavior management and in improving family life; and courses in life skills, job training, and employment preparation.

Contact our Family Support Coordinator if you are interested in any of these programs.

Orientation

Now that you have decided to enroll your child in our unique center you are required to meet with family support and go over these policies and procedures together to get any of your questions answered. Your official orientation should include touring the school, meeting your child's teacher, viewing policies, and reviewing your completed packet. In the event you feel you have not received the proper orientation, you are asked to speak with someone in administration.

Rosa Valdez and its staff respect the parents' role as the child's first caregiver and identify their influence on their children's academic performance. We look forward to working together with each family to form a community of learning.



Emergency Procedures

The objective of this plan is to reduce the possibility of harm to the children, facility and visitors to the center in the event of an emergency. Care must be taken to ensure that all occupants are aware of the following basic procedures:

Become familiar with the location of all stairways and exits (Maps of evacuation routes are posted in each classroom).

Become familiar with the location of the nearest building fire alarm manual pull stations and their operation.

Faculty should not attempt to secure or collect personal items during an evacuation.

Upon direction/instruction of the alarm or Child Care Director or designee, immediately evacuate the building

The Director or emergency personnel will identify which safe haven/assembly area. Take attendance and immediately proceed to the Safe Haven. Each classroom will take an emergency bag with emergency information and medications. Upon reaching the Safe Haven, the Director, in consultation with the Emergency Personnel will determine if parents should be asked to pickup children. The decision to have parents pick up their children will be made based on expected time out of the Center or the nature of the emergency.

The Director will contact the off-site emergency number to notify parents. In case of emergencies that do not warrant evacuation outside of the building (natural disasters [tornadoes, for example], chemical spills, bombings, etc.), proceed to designated shelter-in place.

Each classroom will post evacuations route maps indicating the following:

- Primary and secondary routes
- Locations of the assembly areas
- Fire Alarm Manual Pull stations
- Fire extinguishers
- Fire detection and suppression devices, such as: smoke detectors, heat detectors, sprinkler heads, sprinkler control valve

The Director will assign a staff member/Safety Coordinator to inspect the Center each morning to ensure the following:

- All exit doors are unlocked and accessible
- All exit lights are working properly
- All corridors and doors leading to exits are clear
- There are no items hanging from sprinkler heads or fire alarm devices
- Fire alarm devices, extinguishers and sprinkler heads are not obstructed
- All evacuation maps are in place and current

All faculty members will be trained on fire protection and evacuation practices.

Fire drills will be conducted monthly. The director will keep a record of all drills.

In case of emergency or drill, all personnel should leave the building in an orderly manner - Walk, Don't Run.

Teachers should search their rooms and close all doors before leaving. Additionally the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated. Teachers will refuse assistance from anyone not previously identified as a support person. This does not include Federal Protective Service Police or emergency personnel.

Physically challenged children will be provided assistance to help exit the building. Infants will be evacuated in designated evacuation cribs. Evacuation supplies (extra blankets) are be located under each evacuation crib.

At the assembly area, teachers will immediately take a head count of each classroom group to ensure that everyone is present and accounted for. Head Teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Command Center.

Parents will not be allowed to remove a child from the custody of the center during the evacuation. Once all children are accounted for at the safe haven, parents may be allowed to sign out their children.