



**Idaho State
University**

ASISU Early Learning Center
Parent Handbook
2023-2024



ASISU EARLY LEARNING CENTER
Pocatello: 921 S. 8TH, STOP 8316, 83209-8316

HOURS

7:30 am - 5:30 pm Fall/Spring Semesters
7:00 am – 5:00 pm Summer Semester

PHONE NUMBERS

208-282-2769 Front Desk/Billing
208-282-3274 Director, Tanya Montiel

WEB SITE: www.isu.edu/elc
E-MAIL: elc@isu.edu

TAX ID NUMBER
82-6000924

PLEASE BE AWARE THAT THIS HANDBOOK MAY BE UPDATED AT ANY TIME

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2023-2024

Welcome to the Associated Students of Idaho State University's Early Learning Center

Program Description

The Early Learning Center started as a co-op, created and staffed by student parents, in the 1970s. The first Director was hired in the late '70s. After being housed in various places on campus, the students voted to build and help fund a center, and it opened at its present location in August of 1996. It is licensed by the City of Pocatello for 400 children. The ELC is funded by tuition, student fees and USDA food program reimbursements. We participate in the IdahoSTARS Steps to Quality program. We offer a program that promotes the well-being of children through environments that support the social-emotional, cognitive, speech-language and physical development of children.

Mission Statement

The ELC seeks to support students in their pursuit of higher education at ISU by providing quality child care for their children as well as for those of faculty/staff/alumni and community members.

Our Objectives

The programs and policies of the ELC have been designed to accomplish the following objectives:

- To provide a safe and nurturing environment for all children in our care
- To provide a stimulating, play-based program with activities that enhance each child's development
- To provide a multi-cultural learning environment which reflects a respect for individual differences
- To create positive and mutually supportive working relationships with families
- To encourage and promote a self-directed, cohesive staff who work well together and continually develop their skills and knowledge

The ELC and ISU Department Collaborations

Because the ELC is located on the campus of Idaho State University, we consider ourselves fortunate to have a wealth of resources available to our families. A few of the services that have been offered include:

- **Counseling** provides services, such as play therapy, as requested and according to the availability of graduate students. This service is offered exclusively to our children at no additional charge.
- **Campus Recreation** permits us to use facilities at Reed gym.
- **The Craft Center** provides activities for our children, such as painting and tie-dying shirts
- **Dental Hygiene** teaches the children how to care for their teeth and provides them with toothbrushes.
- **Communication Science and Disorders** will administer speech and hearing screens.
- **Physical/Occupational Therapy** does developmental screening to evaluate children experiencing problems. They are most helpful for children experiencing physical delays.
- **The Outdoor Adventure Center** provides a variety of outdoor experiences for our school-age children.

Child-to-Staff Ratios

The ELC prefers to maintain the child-to-adult ratios recommended by the National Association for the Education of Young Children. For details on these ratios, please see the rate sheet or contact the ELC. While we try to avoid having staff members work alone with children, licensed staff members may sometimes work alone, but they will not exceed the legal child-to-adult ratio for the age group.

Staff

All staff have a fingerprint-based, criminal background check, are licensed by the City, have Infant/Child CPR/First Aid certificates and complete annual continuing education requirements and many of our lead providers have certificates/degrees in Child Development, Early Childhood Education, or Elementary Education.

Eligibility/Center Hours

The ELC offers full-time care as well as any combination of 2-5 full days that meet your child care needs. Part-time undergraduate students must be registered for at least six credits and graduate students for at least four credits in order to qualify for the student rates. Additionally, at least one legal parent/guardian must be a fee-paying ISU student, and that legal parent/guardian must be the one to enroll the child. Documentation of legal status may be requested. Anyone who receives a tuition reduction benefit due to faculty/staff, senior citizen, or dual-enrollment status does **not** qualify for the student rates.

The ELC, which is open 12 months/year, offers care for children who are between the ages of 6 weeks - 11 years (on September 1). Fall and spring semester hours are 7:30 am - 5:30 pm and summer hours are 7:00 am – 5:00 pm. During finals week, we offer early morning start to accommodate the needs of our student parents.

If ISU is closed for any reason, then the ELC will be closed as well. No tuition adjustments will be made if the closure lasts one day or less. If the closure extends beyond one day, credit *may* be given for the days beyond one day. ISU Closures are broadcast on the Emergency Notification System, emails, and social media as well as television and radio stations. You can also call ISU information at 282-3936 to hear about closures. The Center operates year-round, observing the following holidays and (*new for FY23-24*) professional development days:

- New Year's Day
- Juneteenth
- Winter Break (12/25/23-1/2/24)
- Martin Luther King Jr. Day
- Independence Day
- Professional Development days: 8/28/23 and 3/1/24
- Presidents' Day
- Labor Day
- Memorial Day
- Thanksgiving Day & the day after

Enrollment

These are the forms we will need to enroll your child:

- Confidential Information Sheet
- Annual CACFP Meal Benefit Form
- Child's Immunization Record
- Copy of your concise class schedule (students)
- Current Fiscal Year Contract
- Infant feeding plan (if applicable)
- Transportation Agreement (if applicable)

These forms provide us with important information about your child's background, special needs, and health as well as how to contact you in case of an illness or emergency. Completion of the forms, along with payment of the enrollment fee, completes enrollment. *Please note: only a legal parent/guardian may enroll a child at the ELC.* Feel free to make an appointment for a tour and instructions regarding this transition for your child as well as any questions or concerns you may have.

Children are placed into classrooms, based on their age as of September 1, to the best of our ability. As children are re-enrolled with the ELC, they advance to the next age group each August. If the Lead Provider, Director, and/or parent agree that it is in the child's best interest to be transferred to another classroom setting, requests will be taken under advisement and granted if there is space available.

On the first floor (ages six weeks through two years), we practice looping. This means that your child's teacher will move with them from infant to toddler to a two-year-old room if they stay with us for the full three years.

Parent Involvement

The relationship between the parents and the Center is very important to us. We welcome parent participation and encourage you to become involved! It is important that you become acquainted with the classroom curriculum and schedules. We encourage you to bring your child to visit her/his assigned room several days prior to your start date to get acquainted with the environment and teacher. Each lead provider will have a list of items you may bring from home to make your child's experience more pleasant. The staff is here to assist you in any way possible, especially during the initial transition period. We welcome your participation in classroom projects, during special events, or during any open hours. Your child's providers will be glad to discuss these opportunities with you. If you need to hold a conference with your child's provider, we suggest setting up an appointment if you so desire.

Parent Notices and reminders, discussing Center-wide issues or activities, will be emailed to each family as needed and may also be posted on the bulletin boards near the front desk. Our Parent Handbook and current news can be viewed on our web site at www.isu.edu/elc. All families have **mail slots or parent folders** located in each child's classroom. We expect you to check them each day for communication from the care providers or administration

Legal Custody

The ELC strives to be a support to families and to promote positive development for children. We recognize that many families are in transition and have experienced divorce and separation. In order to provide the best possible care for your child, which is our priority, we feel that it is vitally important that we be able to maintain good relations with all the significant adults in his/her life. We ask that parents refrain from talking about custody issues, visitation disputes and problems with, or talking negatively about, the child's other parent in front of them. If there are concerns of which we need to be aware, please arrange to meet privately with the Director. **Please note: It is illegal for us to deny a parent/legal guardian access to their child unless we have a copy of a no contact order.**

Confidentiality

We value and respect the privacy of our children, families, and staff members; therefore, information about children, families, and staff at the ELC will be maintained in a confidential manner. We will not disclose information to unauthorized persons unless we have written permission from the parent/guardian/staff member.

Special Occasions/Holidays/Treats

Parents are welcome to bring special snacks in celebration of their child's birthday. We ask that they be commercially made and packaged (or things like fruit, etc. that can be washed), as we may have children with allergies and other dietary exceptions. You can coordinate with your child's provider to establish the date and time. We also love to learn about and celebrate different country's holidays. Please DO share your family traditions with the children. By participating, we believe the children will learn to appreciate and understand diversity by experiencing the differences and creating positive childhood memories that will carry forward into adulthood.

Pick-Up and Drop-Off

There is a drop-off parking zone along the front of the building. ***DO NOT LEAVE YOUR CAR RUNNING*** while parked in this zone. This area is made available to you at no charge while you are inside our building. Because parking is at a premium, if your car is left there while you are not in our building, you may find a parking ticket on your car when you return. You can park in any general parking spaces near the ELC without charge after 4 pm as Public safety does not ticket after this time.

Swipe-Card System

You will need an active Bengal Card (student/faculty/staff card) that has been entered into our system to access the building. If you are an alumni or community parent and do not have an active ISU card, contact the front desk, and we will give you a guest card. There is a \$5.00 fee for each card, and if it is lost, you will have to purchase a new one. ***It's very important that you remember to bring your card with you!*** Although we can talk with and buzz people in if cards are forgotten or people don't have one, this system allows our staff to step away from the desk for short periods of time. We will not always be available to open the door right away. Save yourself some frustration and keep that card handy. It is also important to note that no one should open the door for another adult if at all possible. Occasionally, a parent may be restricted from entering the building and access should only be granted by the front desk staff.

Sign-In

When you arrive at the ELC, you must sign your child into the classroom with your signature and time of your arrival. When you return to pick up your child, you must also sign your child out with your signature and time of departure. It's required that you sign your child in and out with your name, not your relationship to the child. Only an authorized person may sign out your child; therefore, be sure to periodically update the list of people authorized to pick up your child. It is sometimes necessary for us to staff rooms with substitutes. We require the staff to ask for identification from anyone unfamiliar to them. Be prepared to present a photo I.D. and inform the people on your pick-up list of our procedures.

Time to Say Good-Bye

To make saying good-bye a little easier, we offer the following hints:

- Follow the same routine each time you leave your child. A cheerful good-bye kiss and a reassurance about your return are all you need to do.
- Keep good-byes short. Long good-byes are harder for the child and you.
- It is important to reassure your child and thereby foster trust.

Late Arrivals and Late Pick-ups

Please notify the Center by 9:00 am if your child will be late or absent. By notifying us of a late arrival or absence, you help with the following:

- The teacher might be able to make arrangements so that your child will not be excluded from a special activity, or they will know to leave instructions at the front desk about where they are going so your child can meet up with the class.
- We may be able to reduce additional staffing, which helps to keep costs down.
- We are able to accept another child if someone has a need for care.
- Arrivals during naptime can disrupt the entire classroom and are discouraged.

If a child is left beyond our operating hours, parents will be billed \$10 for any portion of each five minutes after closing time. **Three late pickups in one semester will result in an additional \$25 fine** and may be grounds for termination of child care. If you know that you will be late, you need to notify an alternate to pick up your child. Your child will remain safe under the care of ELC staff members until someone arrives. If we cannot reach you, we will call the authorized alternates on your confidential sheet. If we cannot reach anyone and have not heard from you 30 minutes after the ELC is closed, we will call Public Safety for help. If they are unsuccessful in locating you or someone on your list, Child Protective Services will be contacted. It is important for your child to be picked up on time, because it can be a stressful experience for them.

Failure to Provide Bus Notification (Pocatello)

After-school parents must notify the Center of bus absences by Noon each day to prevent delays at the schools and confusion for the drivers. **A \$10 charge will be imposed for each Failure to Notify to cancel a bus pick-up due to absence. A \$25 penalty will be assessed after three failures to notify during each semester,** and you may be required to provide alternate transportation for your child.

Contract Options

The ELC offers five contract options:

- **Academic:** Starts the first day of fall semester Monday, August 21, 2023. Follows ISU's calendar. You are not charged for university breaks or summer semester and are not scheduled to receive care during those times. Academic Contracts expire the last day of finals week of spring semester May 3, 2024.
****Addendums are available to extend the Academic Contracts until the end of SD25 school calendar.****
- **12-Month:** Starts Monday, August 21, 2023. It includes ISU breaks and summer care. 12-month contracts expire Thursday, August 15, 2024.
- **Drop-In Only:** For those who need occasional care.
- **Summer:** Starts May 6, 2024. Bridges other contracts or provides summer-only care.
- **Summer Adventure Program (1st-5th grade):** Begins Monday after SD25 school year ends, June 3, 2024.

Drop-In Care

The ELC allows drop-in care outside of existing contracted days if space is available. Parents must call to check availability prior to bringing the child. Charges for drop-in care are based on the child's age group and status, and they will be added to the monthly bill. Be aware that if you arrange for drop-in care, unless you cancel at least 24 hours in advance, you will be charged for the day regardless of whether or not the child actually attends.

Choosing a Schedule and Making Changes

Once you have selected a contract, you may choose which days you need. We offer two to five days per week. Be sure to think about the schedule you really need, and *choose your days carefully*. If your needs change, you may make changes to the existing contract through the first five days of the semester without penalty (if space is available). After the first five days, a fee will be charged and **ANY REDUCTION IN SCHEDULE WILL NOT TAKE EFFECT UNTIL THE FIRST OF THE FOLLOWING MONTH.** *Tuition will be charged at the rate of the original schedule until then.* No more than one schedule change per semester will be allowed. Any increase in schedule will be granted ASAP if space is available. A Change Form is available at the front desk and must be submitted prior to receiving approval for any schedule change.

New Classroom Schedule, Address, Phone Number, Etc.

For safety reasons, we require that you notify us in writing of any changes in the information you have supplied concerning yourself, your child, or your spouse (if applicable) and any person you authorize to pick up your child.

Miscellaneous Financial Information

- Monthly bills will be available on or before the first business day of each month and are due by the 10th of each month.
- ICCP forms will be completed and e-mailed to H&W.
- Our Tax ID number is 82-6000924. The Tax ID is also printed at the top of every statement. Starting in January of each year, the Center will email a statement of the previous year's charges for you. We are also happy to print a copy for you; stop by or contact the front desk and ask for a statement if you do not receive one.

Tuition and Fees

- **Tuition:** Tuition is billed monthly. Payment in full is due on or before the 10th of the month for the present month. If the balance due is not paid in full by the close of business on the due date, services may be terminated and the vacancy filled. If no child is available to fill the vacancy, you will be permitted to re-enroll your child at the current registration fee. If your bill becomes delinquent again within the contract year, services may be terminated for the remainder of the contract year. Tuition rate changes/increases take effect with each new fiscal year and notification will be given when fall registration starts in the spring. Monthly rates for non-students are higher than those for students, as our student rates are supplemented by student fees.
 - Kindergarten and After-School billing includes bus transportation, full-day upcharges for parent/teacher conference days and lunch for am kindergarten.
- **Registration Fee:** A non-refundable registration fee of \$50 is required for each child.
- **Waiting List Fee:** A non-refundable registration fee of \$25 is required for each family. If no space exists at the time of your inquiry, you may place your child(ren)s name on our waiting list. This fee does not apply to any other charges. The waiting list entitles you to the first available spot (following the priority list), so if you know you will need child care in the near future, it is advisable to get on the waiting list as soon as possible. You may call as often as you wish for updates. If your contact information has changed, it is very important that you keep us informed.
- **Resource Fees:** At the start of each semester, each account will be charged a non-refundable resource fee which will be used to help cover the cost of field trips and other activities/special supplies that incur expenses. The only exception is the Summer Adventure Program for school-age children; a monthly resource fee is charged to support their level of activity, which will be assessed monthly.
- **Idaho Child Care Program (ICCP):** The ELC accepts ICCP. Recipients must adhere to the same financial policies as every other ELC customer. If we have received written notification from the ICCP that you have been approved, you will only be liable the remaining portion. *If we have not received notification, even though you have applied, YOU are liable for the full amount until we hear from the ICCP that you have been approved.* Go to [healthandwelfare](#) for more information.

Withdrawal

After the first five days of the beginning of the semester or summer session, withdrawal from the ELC requires a 15-day advance written notice. Tuition will be charged at the rate of the original schedule during this 15-day period, regardless of the child's attendance. In special circumstances, such as serious long-term illness or withdrawal from ISU, you may request an exemption from the notice.

Disenrollment Policy

The ELC reserves the right to dis-enroll a child whose behavior is causing substantial disruption if, after appropriate interventions and/or accommodations are implemented, it is determined that substantial disruption of the ELC environment is likely to continue. As much notice and collaboration with parents as possible will be utilized as is consistent with a safe and productive environment for all of the ELC's clients. The ELC also reserves the right to dis-enroll a child and family for reasons of non-cooperation, delinquency in payment of fees, or if/when a parent or guardian is deemed verbally or physically hostile or abusive to ELC staff or children. The Director of ELC shall have the final authority to dis-enroll a child.

General Health and Illness Policy

If you receive a call because your child is ill, you will be required to have your child picked up within 60 minutes. You need to have a backup plan for child care in the event your child becomes ill. The ELC reserves the right to make the final decision about whether a child is too ill to be cared for at the ELC. One or more of the following symptoms will make this necessary:

Illness which prevents the child from participating comfortably in activities or which results in a need for care that is greater than the staff can provide without compromising the care of other children;

Symptoms of possible severe illness (including COVID-19) including lethargy/lack of responsiveness, uncontrolled coughing, irritability, persistent crying, difficult breathing, or having a quickly spreading rash;

Diarrhea: Characterized by watery, frequent stools that cannot be contained by the diaper or by the child's ability to use the toilet. Regardless of cause, after two incidents of diarrhea, children may not be in the ELC. Your child may be readmitted following a firm bowel movement;

Fever: When a child appears to be ill/has behavior changes and registers a temperature exceeding 100.4 degrees. For infants younger than 2 months, a fever of 100.4 requires exclusion and immediate medical attention. Child must be fever-free for 24 hours, *without the aid of medication*, before returning to the ELC;

Head Lice: Lice only live on human beings and can spread quickly, despite good health habits. Child may be readmitted after first treatment (when all lice and nits are gone) and will be checked upon re-admittance;

Mouth Sores: Those accompanied by drooling, unless a health care provider determines that the child is noninfectious;

Rash: With fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease. Those with impetigo may return after treatment has been initiated. Ringworm requires that a child be excluded until treatment begins. Those with scabies may return after treatment has been completed. Those with Hand, Foot, and Mouth disease may return 24 hours after fever is gone and mouth sores are no longer present;

Strep throat: Any streptococcal infection, until child has had two doses of antibiotic;

Vomiting: Two or more episodes of vomiting in the previous 24 hours. Regardless of cause, child may not be in the ELC. Child may be readmitted 24 hours after vomiting ceases.

Medications

ELC staff may administer **prescribed** medication according to a permission form signed by the parent. Medicine must be in original containers and clearly labeled with the child's name, expiration date, and instructions for use. All medication must be kept in the refrigerator, NOT in diaper bags or children's cubbies. Staff may not administer any over-the-counter medications unless they are accompanied by a prescription from your doctor. No medication (i.e., vitamins, cough drops) is to be left with your child in her/his pocket, mouth, etc. To help a child through teething, and with your written permission, staff may apply gel made for this specific use. Medication forms are available at the front desk.

Immunizations

We are required to have 100% compliance with Idaho's immunization laws (see Attachments). This means that not only must we have an immunization record on site for every child, but those records must show that the children are current in their immunizations. Here are four things that count as compliance when not fully immunized:

1. The child is behind on immunizations, but we have a copy of an appointment card or a note from the doctor saying the child is scheduled for an appointment.
2. The child is behind on immunizations, but we have a letter from the doctor explaining why the child is not being immunized on the schedule set forth by Idaho law.
3. Child is on the Catch-Up Immunization Schedule.
4. There is an exemption on file for the child. A child exempted under Idaho Code 16.02.11–Immunization Requirements for Licensed Daycare Facility Attendees - Section 110, may be excluded from childcare in the event of a disease outbreak under IDAPA 16.02.10, "Idaho Reportable Diseases."

Sunscreen

Surfaces such as sand, concrete, water and snow reflect the sun's rays. Because we encourage our children to be outside at every opportunity, we ask that you supply us with the appropriate type of sun screen for your child. Certain medications may make your child particularly sensitive to sunlight. Ask your doctor or pharmacist if your child is taking a medication in this category. Again, remember to label everything, including your sunscreen.

Emergency Situations

The ELC is one of the few buildings in southeastern Idaho that is specifically designed to house children and has several built-in safety features. For any disaster, if we are able to reach the stairwells, the children will be protected from fire for one hour. The walls are a combination of nonflammable surfaces, and the carpet is fire retardant. The building was constructed with metal rather than wood beams and studs. The windows were selected for their safety features and, according to the Pocatello Fire Department, are unlikely to blow out in the event of a fire. We are inspected on at least an annual basis by the fire department, health department, and the City's child care licensing enforcement officer. ISU is concerned for the safety of your children as well and takes extra precautions to keep them safe. In the event of any emergency, the following procedures will be used:

- **First aid:** The staff will administer first aid for minor injuries. You will be notified of any injury, and the staff will have you read and sign an Incident Report.
- **Life-Threatening:** If the child is in a life-threatening situation, ISU's Public Safety will be called. They will dispatch trained officers to ELC and call for an ambulance. While waiting for an ambulance, your child will be cared for by qualified adults.
- **Locate Parent:** Contact with the parent, or another adult specified by the information provided with your child's registration, will be made or attempted.
- **Failure to Locate Parent:** If contact with the parent is unsuccessful, Public Safety will be enlisted in an effort to locate the parent.
- **Fire, Bomb Threats:** Evacuation is practiced each month. The children evacuate into the back of the ELCs' play yards (and then to Davis Field, if necessary). Parents will need to show proper ID to pick up their children, as usual.
- **Lock-Down:** In the event of a lock-down, neither parents nor news personnel will be permitted to enter the building. With the use of cell phone communication, your child will be escorted by an ELC staff member to you outside the building. The rationale in this policy is for the benefit of the other children. When emotions are heightened, it is in the best interest of the children to remain in a calm environment. Our staff is trained to continue with the daily routine to limit the stress. Well-intended, concerned parents may interfere with our ability to restore harmony.

You can sign up for ISU's emergency notification system through BengalWeb if you are an ISU student or employee. If you are a non-ISU parent, you have to text the word pocatello to 67283. You will receive a confirmation text.

Child Abuse and Neglect

The Director and staff have training and review child abuse and neglect prevention, including sexual abuse, at least annually. In compliance with Idaho Code, Section 16-1605, the Director and staff will report any conditions or circumstances, which would reasonably result in physical injury to a child, within 24 hours. The ELC reserves the right to report incidents of suspected neglect or abuse to Child Protection Services without consulting parents or guardians. It is the responsibility of CPS to investigate.

Nap/Rest Time: All children under kindergarten-age will be offered a nap/rest time from 1 to 3 pm daily. Those who do not nap will be offered alternate activities. We will not keep a sleepy or tired child from napping, so please do not ask us to do that. Infants do not have a set nap time; they follow their own schedule and nap as needed.

Meals Provided by USDA

The ELC participates in the Department of Agriculture's Child and Adult Care Food Program (CACFP) and follows the USDA Food Program guidelines to provide a nutritionally balanced breakfast, lunch, and afternoon snack. Our food is prepared by Chartwell's Food Service and is brought to the ELC each day. We post the current weekly menu in each classroom and near the front desk. Food substitutions for required meal components may be made for medical or dietary reasons when supported by a Medical Statement for Food Substitutions or a Special Diet Statement for Infants. These forms can be acquired at the front desk and must be completed, signed by a recognized medical authority licensed to practice in Idaho (other than yourself), and on file in order for us to honor an exception to the menu. Meal times are:

- Breakfast Served 8 - 8:45 am Lunch Served 11:30 am to 12:30 pm Snack Served 3 - 3:30 pm

We offer these components at meals:

Breakfast: All three

Milk
Fruit or vegetable
Grain

Lunch: All five

Milk
Fruit
Vegetable
Meat/alternative
Grain

Snack: Any two

Milk
Fruit or vegetable
Meat/alternative
Grain

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: www.usda.gov/oascr/how-to-file-a-programdiscrimination-complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov."

Infant Food Program

The ELC provides iron-fortified formula, baby cereal, and other food as is age-appropriate. If the formula provided by the ELC is different than the formula recommended by the health care provider, parents or guardians may elect to decline the house formula and supply another. Breastfed babies are welcome at the ELC. Mothers are welcome to breastfeed at the ELC or to provide breastmilk for bottle feeding. If your child is breastfed (or you provide food for your child) and you forget to bring milk or food, your child will be fed our formula/food. We will try to contact you first, but if we are unable to reach you, we will feed your child our formula/food.

Transportation Service

Limited transportation is provided for children in kindergarten through fifth grade. Bus service to individual schools varies from year to year based on need and dismissal times. It is important that parents notify the ELC by 9 am if the child is absent from school. Accounts will be assessed a penalty for failure to notify. Our policy is that the bus driver does not go to the next school until all scheduled children are accounted for. A delay at one school causes problems for the children waiting at the next school. If the ELC driver cannot locate your child, the following steps will be taken:

- The school will be contacted to see if they know where the child is
- If the school doesn't know, we will contact parents and/or other people on the pick-up list
- If the parents and/or child are not located, the police will be called and a search for the child will ensue

Playthings and Food from Home

Children are asked not to bring gum, candy, games, toys, swords or other weapons to the ELC. These cherished items may become lost or broken. Please help us prevent your child from being disappointed by leaving these special possessions at home or in the car. The only exception will be scheduled "Show and Tell" day, about which the care provider will inform you. We do, however, recommend you allow your child to bring a comforting blanket or stuffed animal that may offer security and can be kept safely in her/his cubby.

If you bring your child with partially eaten food, **we ask that he/she finish eating outside the classroom.** We offer a nutritious food program and hope that you arrive in time to take advantage of it.

Curriculum and Assessment:

We use "Creative Curriculum" for all age groups at the ELC. We use "The Ounce Scale" for developmental assessment through age two and "The Work Sampling System" for three- and four-year-olds. Your classroom teachers will arrange at least two conferences per year with you to go over the results of the assessments, get your feedback, and to develop goals with you for your child.

Sample Daily Schedule

7:30 – 8:00	Arrive/wash hands/children's choice
8:00 - 8:45	Breakfast/children's choice
8:45 - 11:15	Clean-up/circle time/ singing time/activities/centers/outdoor play
11:30 - 12:30	Lunch/children's choice
12:30 – 1:00	Stories/music/get ready for rest time
1:00 – 3:00	Nap/rest time
3:00 - 3:30	Snack/children's choice
3:30 - 5:30	Clean-up/outdoor play/activities/table toys/closing time

This is a general schedule, so check with your child's teacher for their specific classroom schedule. The infant classrooms follow a schedule that is more individualized.

Field Trips

Field trips are an integral part of the program at the ELC, and we schedule developmentally appropriate trips to augment our program. These are often within walking distance; occasionally, an ELC vehicle or public transportation is used (child must be three yrs old). We will inform parents in advance of any trips we take away from the ELC (other than walks around campus). The ELC cannot guarantee availability of care for your child in any room other than the one in which he/she is enrolled. If you choose *not* to have your child participate in a field trip, it will be your responsibility to make other arrangements for care during that time.

Clothing

Your child's day at the ELC is filled with opportunities to run, jump, and explore, so send them in sturdy, simple clothing that *may* get dirty. Discovering and creating are messy jobs! We encourage you to send children in closed-toe, low-heeled, non-skid shoes that are safe for running and climbing so that children won't be hindered in their daily activities. Rubber soled tennis shoes are most appropriate. **Flips-flops and open-toe sandals are not allowed.** In the winter, boots, gloves, and hats are a must. Please provide an extra set of clothing to the ELC. It will be placed in your child's cubby for those times when we do jump in puddles, spill, or fail to make it to the bathroom in time. For those who are being toilet trained, please dress them in easily removable clothing to encourage independence. Remember to replenish clothing as needed and to label all clothing with your child's name.

Child Guidance

The ELC's guidance/discipline approach employs positive guidance techniques that help children to develop self-control. They include:

- Setting firm limits in positive terms
- Redirection
- Problem solving
- Ignoring minor misbehavior
- Encouragement of desirable behavior
- Modeling of appropriate behavior by adults
- Natural/logical consequences

Sometimes, despite our best efforts, prolonged unacceptable behavior will continue. When that happens, we will:

- Insist upon an end to the misbehavior, remind child of limits, and indicate appropriate behavior
- If necessary, calmly remove child from the situation and sit with her or him. Describe child's feelings in an understanding way but firmly and clearly restate the rule and reason for it. Let child decide when he/she can get back in control in order to return to the activity or choose another activity.

If attempts to redirect behavior have not been effective, we may call parents for a conference so that the ELC and the parents can work together on a plan that will be consistent for the child.

Biting

Biting is a natural stage through which many children progress. It happens for many reasons, including frustration. When biting does occur, our response is to determine the cause and implement change rather than dis-enroll a child. Rarely, we will encounter a child who continues to bite frequently and aggressively despite our best efforts to curb the behavior. If this happens, we may ask that the child withdraw in order to protect the other children. Biting is one behavior that becomes deeply personal for both parties. We try to be sensitive to all concerned, and it is important to act in unison to avert this behavior. If you have any questions, please speak with your Lead Provider or the Director.

Chain of Command for Your Concerns

- If your concern is about your child, please address the situation with your child's Lead Provider first. If you are still dissatisfied, contact the Assistant Director or Director.
- If you have a concern about the ELC's policies and procedures, or wish to discuss any other aspect of the ELC, please schedule an appointment with the Assistant Director or the Director.

Fund Raising

We occasionally have fund raising events, and we welcome your participation!

Release

I hereby release Idaho State University, the Idaho State Board of Education, the State of Idaho and each of their officers, employees, and representatives from any and all damages, liability, claims, demands, causes of action, expenses, or losses ("claims") to me, my child(ren), and to our personal representatives, heirs and assigns, resulting from, relating to, or arising out of my child(ren) being enrolled at the ELC, including injury or death.

Indemnity; Hold Harmless; and Waiver

I agree to indemnify and hold harmless, waive, and covenant not to sue Idaho State University, the Idaho State Board of Education, the State of Idaho, or any of each of their officers, employees, and representatives from liability for the illness, injury, or death of any person(s) or damage to property, or other negligent grossly negligent, reckless, or intentional act or omission as it relates in any way to my child (children) being enrolled at the ELC. It is my intent that this shall bind the members of my child's (children's) family, heirs, assigns, and personal representatives, and shall be governed by the laws of the state of Idaho.

Conclusion

There is no greater task that parents or care providers can undertake than nurturing children to maturity. We take our responsibilities very seriously at the ELC and strive to provide the best care possible. We, like the children, are constantly growing and changing; therefore, we value your input. We have an open-door policy and invite parents to visit at any time. Come have lunch, play on the playground, go on a hike, visit the museum with us, or cuddle in the reading area with a child and a good book. We guarantee you will enjoy yourself!

2020-21 GUIDE TO THE IDAHO IMMUNIZATION REQUIREMENTS FOR

Parents of Children Attending Licensed Childcare Facilities



Why Your Child Needs Shots

Children must meet immunization requirements as stated in Idaho law to attend licensed childcare facilities. To meet legal requirements, a record with evidence that children are up-to-date on immunizations (shots) or a valid immunization exemption must be provided and kept on file. When children are in group settings, there is the potential for the spread of infectious diseases. Diseases like chickenpox, measles, and whooping cough spread quickly, so children need to be protected before they enter childcare.

What You Need to Provide

You will need to present immunization documentation to the childcare facility operator within 14 days of initial attendance. This may include your child’s immunization record, an exemption, or both. The immunization record must show the date (month, day, and year) your child was given each required shot. If you do not have an immunization record, or your child has not received all required shots, call your health care provider or local public health agency for an appointment.

Required Shots for Childcare

Review your child’s immunization record to make sure you have a date for each shot required for childcare. Please note most children need booster shots before starting kindergarten.

SUMMARY OF CHILDCARE IMMUNIZATION REQUIREMENTS											
Age-Deadline to Obtain Required Doses	Required Immunizations for Childcare Attendance										
	All doses must meet minimum ages and intervals (Number of doses of Hib and Rotavirus required depends on vaccine brand type.)										
	DTaP ¹	Polio ²	MMR	Hepatitis B	Haemophilus influenzae type b (Hib) ³		Varicella	Hepatitis A	Pneumococcal (PCV13) ⁴	Rotavirus ⁵	
Act- Hib					Pedvax Hib	Rotarix (RV1)				RotaTeq (RV5)	
3 months	1	1		1	1	1			1	1	1
5 months	2	2		2	2	2			2	2	2
7 months	3				3				3		3
16 months			1		4	3	1	1	4		
19 months	4	3		3							
2 years								2			
7 years	5	4	2				2				

1. DTaP: The 5th dose is not necessary if the 4th dose was administered at age 4 years or older.
2. Polio: The 4th dose is not necessary if the 3rd dose was administered at age 4 years or older and at least 6 months after previous dose. At least one dose of polio should be given at age 4 years or older. Four or more doses of IPV can be administered before age 4 years when a combination vaccine containing IPV is used. However, a dose is still recommended at or after age 4 years and at least 6 months after the previous dose.
3. Hib: Generally not recommended for children aged 5 years or older.
4. Pneumococcal (PCV13): Generally not recommended for children aged 5 years or older.
5. Rotavirus: Vaccination should not be initiated for infants aged 15 weeks 0 days or older. The maximum age for the final dose is 8 months.

If your child recently received immunizations and needs an immunization later in the year to meet requirements, they may attend, provided you complete the Schedule of Intended Immunizations Form and get the remaining doses when they are due. If you would like to exempt your child from immunization requirements, you may complete a form provided by the childcare facility or provide a signed written statement that includes the name of the child, the child’s birthdate, and type of exemption being claimed, either religious or other. For a medical exemption, you must

Safe Sleep Policies

At the ELC, a Steps to Quality child care facility, we are happy to share information about Sudden Infant Death Syndrome (SIDS), which is the unexplained death of seemingly healthy babies 12 months or younger and Sudden Unexplained Infant Death (SUIDS), which is the sudden and unexpected death in infancy with any parent that seeks that info. Most SUIDs occur during sleep, from suffocation, strangulation or entrapment. This category also includes undetermined SIDS.

Only ASTM and CPSC approved cribs and other approved sleep equipment are used for infants. Only approved mattresses designed for the specific bassinet, portable crib or play yard that fit tightly and without gaps are used. Cribs are completely free of all toys, blankets, quilts, soft bedding, pillows, bumper pads, sheep skins and any other additional equipment attached to or placed above the crib.

- Bottles and Sippy cups are never used unless an infant or toddler is held or sitting upright at a table or in a high chair.
- Pacifiers may be used when breastfeeding is well – established, with parental permission, and with bottle-feeding infants until the infant falls asleep. Once the infant is asleep, remove the pacifier and wash it for future use. Pacifiers may not be clipped to infant's clothing or tied around infant's neck.
- One-pieced blanket sleepers may be used for warmth. Swaddling is not recommended.
- Room temperature is comfortable for a lightly clothed adult

Infants (through 12 months of developmental age and including babies of any age who cannot turn from stomach to back and back to stomach) are placed for sleep fully FLAT on their backs EVERY time they are put to sleep.

- If an infant arrives or falls asleep in equipment other than approved sleep equipment, the infant is promptly placed flat on her/his back on approved sleep equipment.
- The crib is placed away from windows, blinds, and drapes.

Rooms have enough light for staff to easily monitor infant breathing, skin color, and signs of overheating (warm, red face and/or perspiration at the hairline or on the face). Our policy for supervision is:

- At least one alert adult is within sight and sound of each sleeping infant. Lighting and sound should allow appropriate supervision. (BIRTH THROUGH 12 MONTHS)
- At least one alert adult is present in the room where children are sleeping. Lighting and sound should allow appropriate supervision (13 MONTHS AND UP)

Parents are notified that there is an increase in the incidence of SIDS when infants are positioned on their backs in one setting and on their tummies or sides in another setting.

We educate staff and parents about the risk factors for SIDS and SUIDS. The risk factors are posted in the infant room and reviewed when any parent enrolls an infant. The risk factors include:

- Infants exposed to second and third hand smoke
- Premature infants
- Low birth weight infants
- Infants exposed to drugs and/or alcohol during pregnancy
- Infants who are not breastfed exclusively for the first four to six months. This means breast milk is neither the first food fed nor the primary food for the next six to eight months.
- Infants during the first month they are new to the childcare facility
- Infants not current with immunizations or unimmunized
- Infants who are not always placed fully FLAT on their backs EVERY time at the childcare facility *and at home*. Switching from back to stomach for sleep at different times significantly increases the risk of SIDS.

Healthy Sleeping Policies

For healthy sleeping, every child sleeps in portable cribs or on mats, or pads.

- Individual children's bedding is stored separately - without contact with the floor or bedding of others.
- Sleeping equipment is stored separately (ex. the floor side of one mat does not touch the sleeping surface of another mat).
- Bedding is washed at least weekly and as needed.
- Three feet (36") of spacing is maintained between mats, and cribs. If there isn't enough room, children are placed as far apart as possible and/or alternated head to feet.

Child Abuse and Neglect Prevention

Child care workers are in a unique position to recognize victimized children. Because of this, we are legally mandated reporters of child abuse and neglect. Steps to Quality child care employees must fully understand their legal obligation to report suspicions of child abuse and review the guidelines upon hire and annually thereafter. The training will also cover how to respond if a child discloses. It may seem easier not to get involved and believe that someone else will eventually make the report, but this "wait and see" approach can be very dangerous, even deadly, for a child who is being mistreated.

If you suspect abuse or neglect, notify the Director or Assistant Director immediately. The incident will be documented immediately and the Director/Assistant Director will support you while you report. If the Director/ Assistant Director is not available, make the report directly to the Department of Health and Welfare, and notify the Director/Assistant Director by phone, email, or a written note that you have done so.

All staff and volunteers are mandated by law to report any suspicion of child abuse or neglect. Abuse may be physical, emotional, or sexual. Neglect is the failure, refusal, or inability, for reasons other than poverty, to provide necessary care, food, clothing, shelter, or medical care. Staff and volunteers who report in good faith are immune from civil or criminal liability. Staff or volunteers who intentionally fail to report suspicion are subject to fines or imprisonment under the law. To prevent child abuse and neglect, this program:

1. *Trains staff to avoid one-staff-one-child situations if at all possible.
2. *Designed our classrooms to avoid hidden and secluded areas.
3. *Makes sure interactions between children and staff can be observed and interrupted.
4. *Uses proper names for body parts.
5. *Never forces children to give affection.
6. *Tells children that if they have questions about someone's behavior, the best thing they can do is ask about it.
7. *Explains that secrets can be harmful.
8. Trains staff in the Strengthening Families Protective Factor Framework.
9. Develops positive, non-judgmental relationships with parents.
10. Is alert to signs of stress in parents and struggles in the parent-child interaction.
11. Communicates regularly with parents concerning a child's progress
12. Provides education including offering tips for specific challenges.
13. Provides opportunities for parents to become involved in their child's care.
14. Provides information about community resources.

*These strategies are part of our sexual abuse prevention plan.

A report of child abuse is not an accusation. It is a request for more information by a reporter who has reasonable suspicion that abuse or neglect may be occurring. A report does not mean that our employees must determine that abuse and/or neglect has occurred. In Idaho, Child Protective Services is responsible for that determination.

Is Your Child Ready to be Toilet Trained?

Signs of Readiness: Check those that apply to your child

- Follows simple directions
- Remains dry for at least two hours at a time during the day
- Dry after nap time
- Regular and predictable bowel movements (may have BM every day or less frequently)
- Walks to and from the bathroom; pulls down own pants and pulls them up again
- Seems uncomfortable in soiled or wet diapers
- Seems interested in the toilet
- Has asked to wear grown-up underwear

If the child has most of the skills marked, you can assume he/she is ready to start toilet training. Toilet training may best be accomplished by starting at home first, then at the ELC. If the child does not have most of the skills marked, then wait a few weeks or months and refer to the checklist again. Toilet training is much easier if the child is truly ready to master this skill.

The following are some helpful hints for toilet training your child:

- A calm, easygoing approach works best.
- Toilet training involves many steps: discussing, undressing, going, wiping, dressing, flushing, hand washing. Reinforce the child's success at each step.
- Help children recognize when they are urinating or have a bowel movement. They must be aware of what they are doing before then can do anything about it.
- Children should be shown how to use the toilet by watching other children who are trained or discussing and practicing each step without actually using the toilet (i.e., have child sit on toilet dressed and flush it).
- Include toilet training into the daily routine, such as reading books, singing songs, or playing games that reinforce the skills needed to toilet train.
- Dress children in easy-to-remove clothing to help children be successful in undressing and dressing. No overalls, tights, shirts with snaps in the crotch, etc. Pants with elastic waists are preferred.
- When a child gives the signs of having to use the toilet or tells you they need to use the toilet, take her/him in and help them undress and get onto the toilet. Sit by the child for a few minutes. Try not to push for immediate results. After a few minutes, help the child with the rest of the routine and give praise for the effort or any success they had.
- Try to encourage going to the toilet after meals or snacks. This is a time when they may actually need to go.
- Never force a child to sit on the toilet against their will or for long periods of time. This could set up a power struggle and negative feelings toward toilet training.
- Never punish for accidents; occasional accidents are normal. Clean and change the child immediately. Be positive and reassuring that they will be successful. Punishment does not make the process go faster and may actually delay it.

Toilet training is a big skill to learn. Be patient. Let the child decide when he/she is ready. If you do, the child will most likely be trained in a very short period of time. Be aware that nighttime dryness may take an additional six months to a year. Setbacks are common and should be expected; this does not necessarily mean failure. The child may be taking a temporary step back to a more comfortable place, which helps support later progress. Please remember to send plenty of spare clothes with your child to the ELC when in the process of toilet training, including an extra pair of shoes.

Good luck!